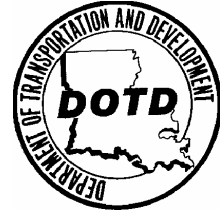


STATE OF LOUISIANA

**DEPARTMENT OF TRANSPORTATION AND
DEVELOPMENT**



**KATHLEEN BABINEAUX BLANCO
GOVERNOR**



**JOHNNY B. BRADBERRY
SECRETARY**

**EMPLOYEE
ORIENTATION MANUAL**

**Prepared by
HUMAN RESOURCES SECTION**

August 2006

ABOUT THIS EMPLOYEE HANDBOOK

The Department of Transportation and Development reserves the right to change the policies stated in this employee handbook at its discretion. Therefore, prior to acting on any of the information in this book, please check the HR Web site on the DOTD Intranet (<http://ladotnet/>) or on the internet at <http://www.dotd.state.la.us/> for updated policies and procedures. You can also contact your supervisor or a member of the Human Resources staff.

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KATHLEEN BABINEAUX BLANCO
GOVERNOR

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245



JOHNNY B. BRADBERRY
SECRETARY

(225) 379-1259

Dear Employee:

Welcome to Louisiana's Department of Transportation and Development. As a part of your orientation process, we have put together this handbook to provide you with information about this department and its policies.

Please carefully review the book and make notes on any items you wish to discuss during the orientation program. Although the items in this handbook are subject to change, please retain the handbook for future reference. From time to time, you may receive updated information concerning policy changes. The monthly HR Newsletter on the HR website is a reliable source for these changes. If you have any questions regarding any policies, please ask your supervisor or a member of the Human Resources section for assistance.

We sincerely hope that your employment with our agency marks the beginning of a rewarding and successful career.

Very truly yours,

Deidre Adams
DOTD Human Resources Director

INTRODUCTION TO DOTD

BRIEF HISTORICAL VIEW

- 1889** The Board of State Engineers was responsible for creating a uniform public road system.
- 1921** The Louisiana Highway Commission was created as an independent state agency.
- 1940** The Louisiana Department of Highways was created, serving under the Board of Highways and a Director.
- 1976** The Department of Transportation and Development was created, serving under a Secretary. The Board of Highways was abolished.

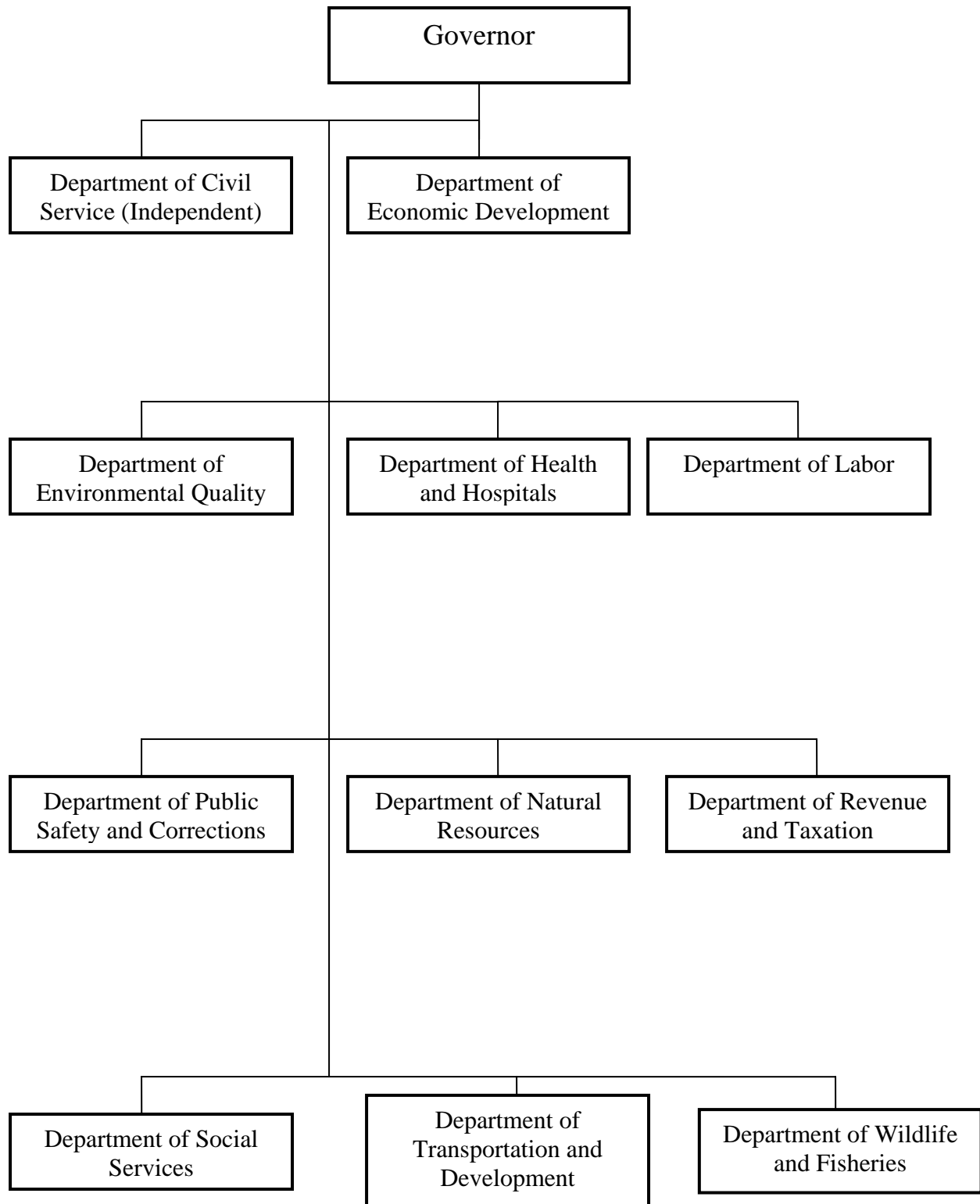
OVERVIEW

DOTD employs over 5,100 individuals. This number includes employees at our Headquarters offices in the Baton Rouge area as well as numerous employees in outlying sections and districts throughout the state.

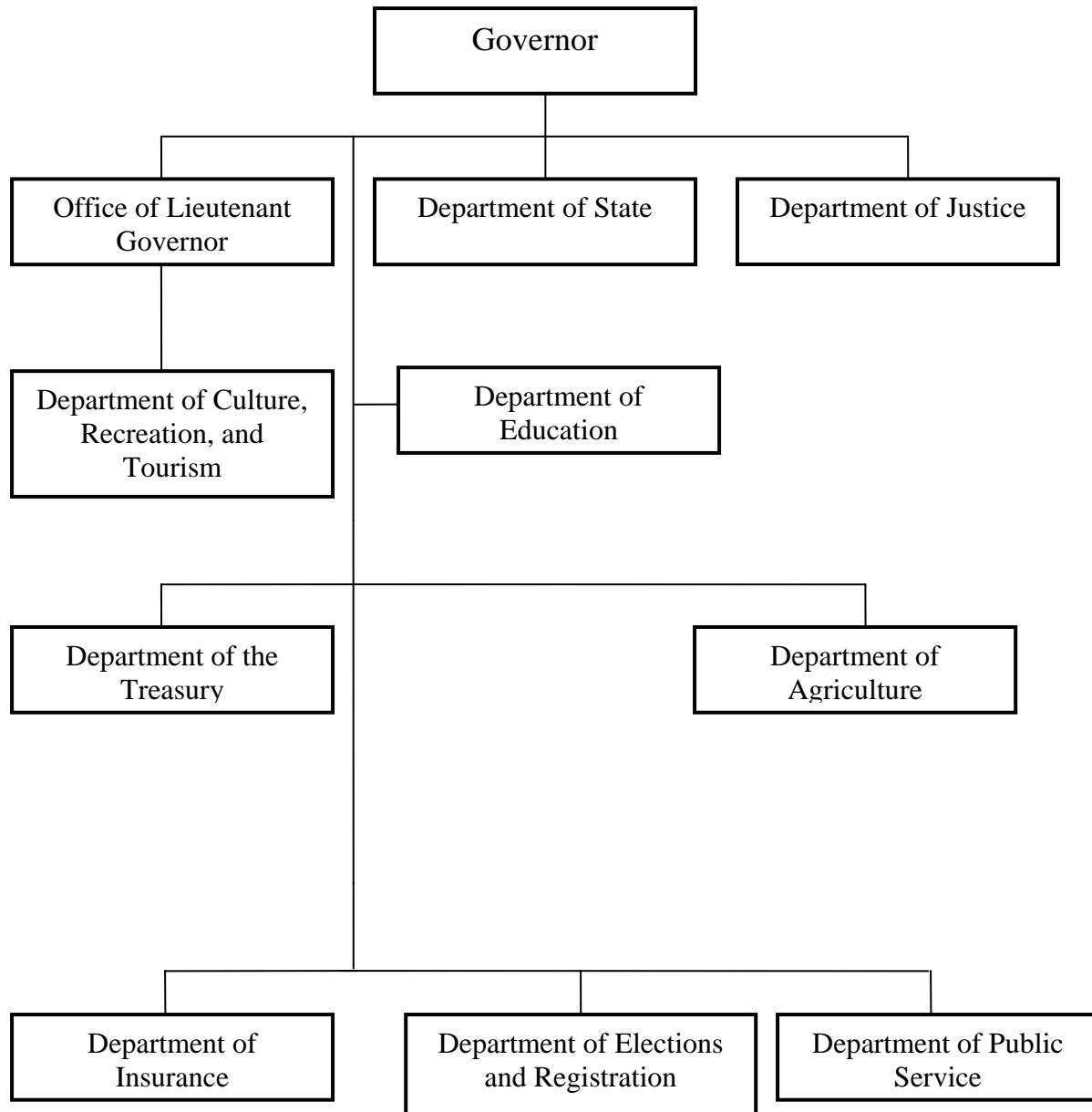
GOVERNANCE

- External** DOTD is one of twenty departments under the direct control of the Governor. The Governor appoints a Secretary to head these departments. The other departments include: Economic Development, Environmental Quality, Health & Hospitals, Labor Public Safety & Corrections, Natural Resources, Revenue, Social Services, Wildlife & Fisheries (page 3).
- The other departments in state government are under the direction of statewide elected officials (see page 4).
- Internal** Directed by the Secretary, appointed by the Governor. See Department Organization chart on page 5.

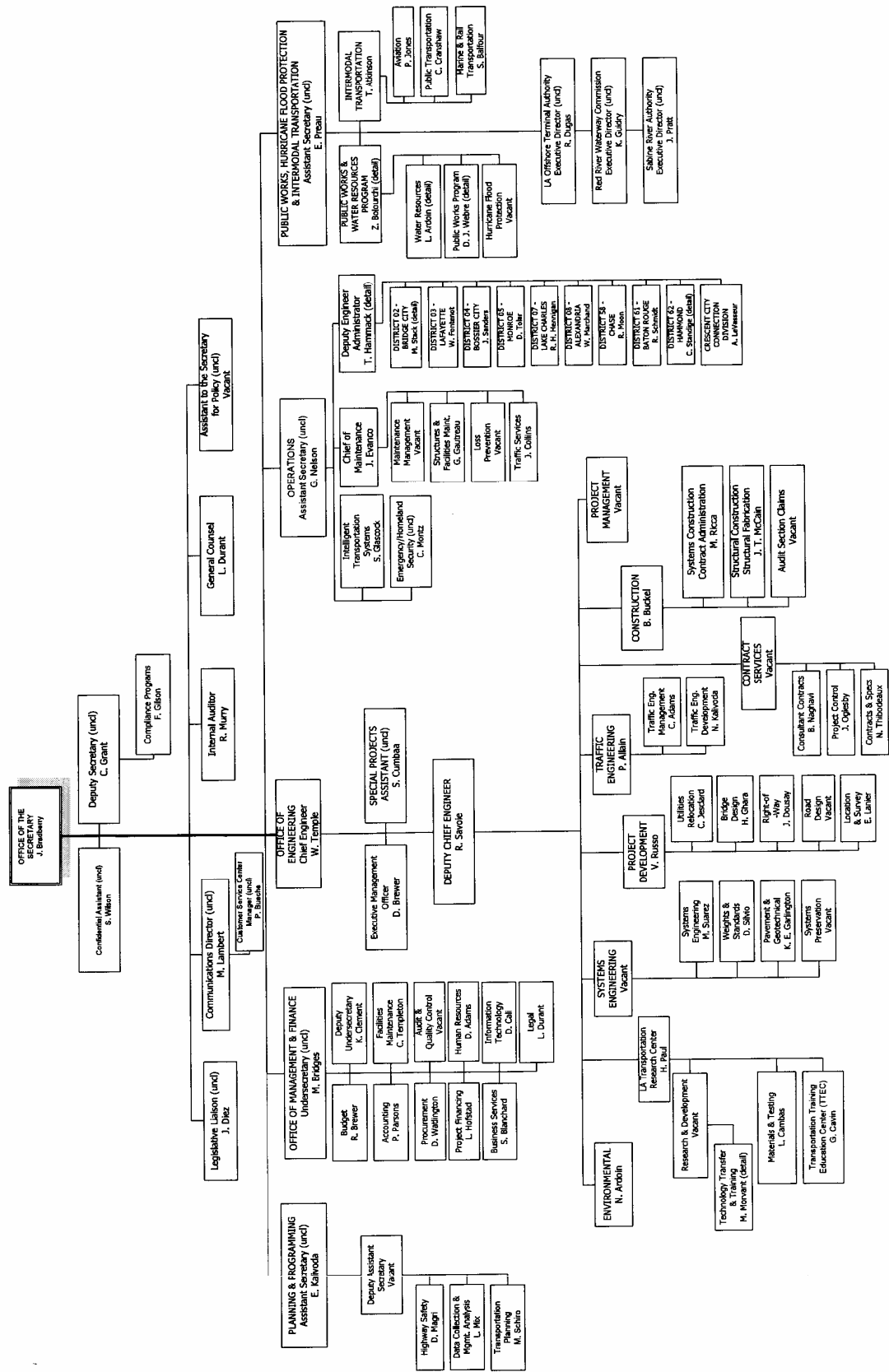
**DEPARTMENTS UNDER DIRECT CONTROL OF THE GOVERNOR
AND THE DEPARTMENT OF CIVIL SERVICE**



**STATEWIDE ELECTED OFFICIALS
AND THE DEPARTMENT OF EDUCATION**



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT



THE STATE CIVIL SERVICE SYSTEM

The Department of Civil Service is an independent department created to enforce certain personnel-related matters. The activities of the department are governed by the State Civil Service Commission. The State Civil Service Commission appoints the Director of State Civil Service. Every employee in the Department of State Civil Service, including the Director, is a classified civil servant.

Correspondence with the department of Civil Service is handled through the Human Resources Office (see PPM No. 23).

RULES AND REGULATIONS

PROBATIONARY APPOINTMENT

- Employees serve a 12 to 24 month probationary or working test period during which time the agency will determine whether the employee's performance is satisfactory or unsatisfactory.
- If, at anytime during the probationary period, the employee's performance is determined to be unsatisfactory, his/her employment will be terminated.
- Employees will earn and may request annual and sick leave.
- Employees are eligible for insurance benefits.
- Employees participate in the Louisiana State Employees' Retirement System or Social Security if age 60 or older. Employees hired at age 55 or older may also choose to participate in Social Security if they have earned 80 quarters in the system.
- Employees will attain permanent status if the probationary period is successfully completed.

IMPORTANCE OF PERMANENT STATUS

- Permanent employees have the right to appeal disciplinary actions to the Civil Service Commission.
- Permanent employees have displacement privileges in the event of a lay-off.
- Only permanent employees are eligible for promotion.
- Permanent employees have noncompetitive reemployment eligibility.

NONCOMPETITIVE REEMPLOYMENT ELIGIBILITY

- Can be used for up to 10 years following separation.
- Individual must be qualified for the position for which he/she is being considered.
- Employee is not eligible for noncompetitive reemployment if his/her last separation was because of:
 - Dismissal due to misconduct or poor work performance.
 - Resignation to avoid dismissal.
- Individual must serve a new probational period.
- The new position must have the same or lower entrance salary as the current minimum for the class in which the employee had permanent status.
- Individual does not have to compete (take a Civil Service Exam) for qualified positions.
- He/She is credited with any annual leave for which payment was not made and any unused sick leave up to five years.

JOB CLASSIFICATION

Duty assignments, made by DOTD administrators, are recorded on Standard Form (SF) 3, the Position Description form (pages 8-11). These position descriptions are evaluated by either the DOTD Compensation Unit or by the Department of Civil Service and assigned to a job title.

A job title is actually a general description of positions with similar functions, responsibilities, and skill requirements. The general description is called a job specification (pages 12-13). Once a position is assigned to a job title, this assignment or allocation establishes the pay level, which is the same (statewide) for all positions assigned to the same job title.

DOTD/STATE PAY PLAN

The Department of Civil Service has adopted a system of six separate pay schedules. Each job title is assigned to one of these pay schedules. At DOTD, only the first four listed below are used. The pay schedules are as follows:

Administrative (AS)	see page 14
Protective Services (PS)	see page 15
Technician and Skilled Trades (WS)	see page 16
Scientific and Technical (TS)	see page 17
Social Services (SS)	
Medical (MS)	

SAMPLE SF-3 POSITION DESCRIPTION

CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111

CIVIL SERVICE AGENCY USE ONLY <input type="checkbox"/> AFFIRMED <input type="checkbox"/> NEW POSITION <input type="checkbox"/> JOB CORRECTION <input type="checkbox"/> REALLOCATED Up Down Lateral <input type="checkbox"/> RETURNED W/O ACTION				APPROVED AS: YES NO MASTER <input type="checkbox"/> <input type="checkbox"/> TRAINING <input type="checkbox"/> <input type="checkbox"/>		LOG NUMBER – CIVIL SERVICE	
OFFICIAL ALLOCATION						OFFICIAL JOB CODE	
EFFECTIVE DATE		CONSULTANT		SUPERVISOR		COMMENTS	
						ASSIGNED CONSULTANT / AGENCY	

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet, "Required Attachments," Item 4.

- | | | | |
|--|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> NEW POSITION ESTABLISHED | <input type="checkbox"/> UPDATE | <input type="checkbox"/> MASTER | <input type="checkbox"/> TRAINING SERIES |
| <input type="checkbox"/> AGENCY APPEAL | <input type="checkbox"/> EMPLOYEE APPEAL | <input type="checkbox"/> 5.3 APPEAL | <input type="checkbox"/> JOB CORRECTION |

2 CODE NUMBERS

POSITION NUMBER (ISIS-HR)

POSITION NUMBER (AGENCY)

CURRENT OFFICIAL JOB TITLE		Pay Level	CURRENT OFFICIAL JOB CODE
REQUESTED OFFICIAL JOB TITLE Engineering Technician 7		Pay Level TS-312	REQUESTED OFFICIAL JOB CODE 166250

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST, MIDDLE		EMPLOYEE QUALIFIES FOR JOB <input type="checkbox"/> Yes <input type="checkbox"/> No	AREA CODE – OFFICE TELEPHONE
DEPARTMENT – OFFICE – DIVISION / BUILDING – CITY - PARISH DOTD - Office of Engineering & Operations - District 02 - Bridge City - St. Bernard (44)		PERSONNEL AREA / ORGANIZATION ID NUMBERS 070027600/02/202	
DIRECT SUPERVISOR'S NAME John Q Project Engineer		OFFICIAL TITLE OF SUPERVISOR Engineer 5 DOTD	
		HUMAN RESOURCES TELEPHONE (225) 379-1259	

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART **MUST** BE ATTACHED.

NUMBER OF STAFF SUPERVISED

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> DETERMINES WORK ASSIGNMENTS | <input checked="" type="checkbox"/> RECOMMENDS HIRING/PROMOTIONS | <input checked="" type="checkbox"/> TRAINS STAFF |
| <input checked="" type="checkbox"/> REVIEWS AND APPROVES WORK | <input checked="" type="checkbox"/> EVALUATES PERFORMANCE | <input checked="" type="checkbox"/> APPROVES LEAVE |

5	DIRECTLY SUPERVISES
0	INDIRECTLY SUPERVISES
5	TOTAL SUPERVISED

6 DUTIES AND RESPONSIBILITIES

Attach on a separate sheet. Please refer to Position Description Instruction Sheet for guidelines.

7 SIGNATURES

I certify that the information in this document and required attachments is true and correct to the best of my knowledge.		Comments Attached
EMPLOYEE	DATE	<input type="checkbox"/> YES <input type="checkbox"/> NO
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> YES <input type="checkbox"/> NO
APPOINTING AUTHORITY (Indicate Title)	DATE	<input type="checkbox"/> YES <input type="checkbox"/> NO

Check to indicate attachments. If appropriate documentation is not included, this position description will be returned to the agency Human Resources Office without action.

- | | | | |
|--|---|-----------------------------------|---|
| <input checked="" type="checkbox"/> Organizational Chart | <input checked="" type="checkbox"/> Duties / Responsibilities | <input type="checkbox"/> Comments | <input type="checkbox"/> MJD Position Numbers |
|--|---|-----------------------------------|---|

White – Civil Service

Canary – Agency

Pink – Employee

JOB RESPONSIBILITIES:

Assists the Project Engineer (Engineer 5 DOTD) in the activities of the Project Engineer's office located in Anytown by supervising a team of engineering technicians engaged in construction inspection duties. Is responsible for assuring high quality construction work in accordance with plans, specifications and special provisions. Incumbent may be required to perform duties in extreme conditions such as rain, cold or heat and may be required to use a state vehicle for Parish-wide travel. Incumbent may also be required to lift items up to 45 lbs. Structured training requirements must be met and maintained.

50% Supervises a team of employees engaged in inspection of construction projects, (slope and grade on bridges, such as new or existing port facilities, roadways, levees, canal banks and other structures), installation of cement or galvanized drainage pipes, etc. Determines work assignments, reviews and approves work, recommends hiring, promotions, merit increases, disciplinary actions, evaluates performance (conducts PPR's), trains and/or schedules the training of staff, approves leave and work schedules. Monitors and/or oversees subordinate personnel engaged in monitoring the work of contracted personnel for compliance with plans and specifications. Prepares necessary work reports as required.

20% Computes and checks earthwork quantities, computation sheets, cross sections, related field books, haul diagrams, benchmark forms and other data to determine that quantities have been computed according to specifications, plans, and special provisions established by the agency. Reviews the computations of subordinates and/or contracted personnel; insures accuracy of figures and timeliness of reports.

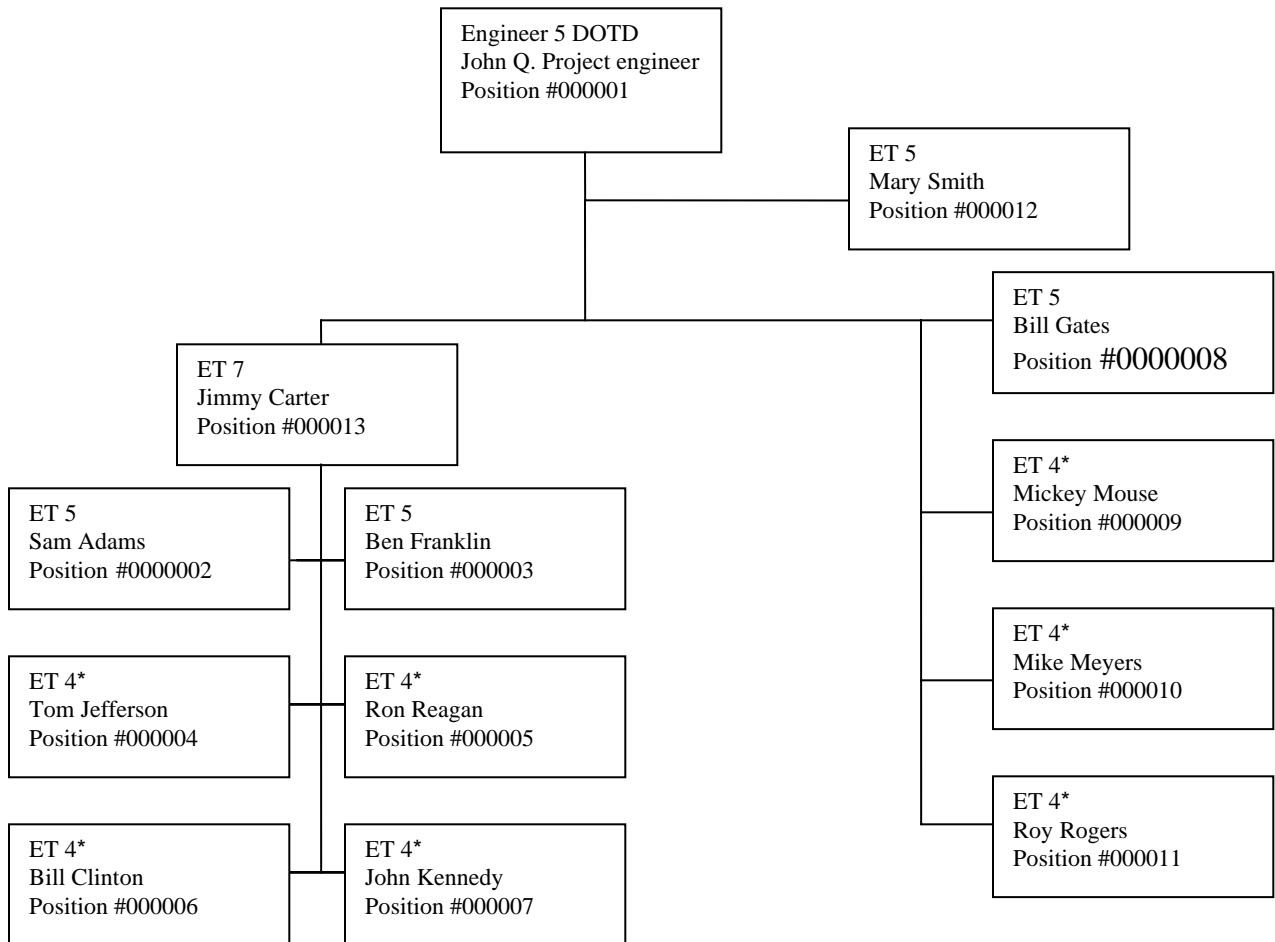
15% Instructs subordinates in inspecting for quality and quantity of materials and the methods of removal and placement of materials. Ensures that subordinates are trained in the proper use of equipment and supplies. Keeps accurate inventory (quantity and quality) of equipment and supplies; requests additional materials, supplies, and/or equipment as needed.

10% Provides contractors, and other interested parties with project-related information as requested/required.

05% May perform additional duties as necessary to ensure the smooth and efficient operation of the Anytown Project Engineer's Office.

DISTRICT 01

ANY PARISH PROJECT ENGINEER'S OFFICE



*Position in training series capped at ET 4.

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☐ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☐ This position requires a driver's license: ☐ A/B/C ☐ D ☐ E

☐ This position has the following special requirements:

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☒ This position has a Special Entrance Rate (SER): Engineer Intern Applicant: \$2,829; Engineer Intern 1: \$3,026; Engineer Intern 2: \$3,238; Engineer 3: \$3,463; Engineer 4: \$3,966

☐ There is a base supplement for this position. List percentage _____

☒ This position is FLSA Status Exempt

☐ This position is FLSA Status Non-Exempt

☒ This position participates in a training series. Cap of series is Engineer 4

☐ This position has other special pay/working conditions:

State of Louisiana
Department of Civil Service
G1 PR
10/23/00
Last Effective Date 6/3/86
107680

ENGINEER INTERN 1

FUNCTION OF WORK:

To apply scholastic theory and elementary engineering skills to a variety of tasks involving standard procedures and practices in the field, office or laboratory in order to acquire practical experience for licensure.

LEVEL OF WORK:

Entry.

SUPERVISION RECEIVED:

Close from a higher level engineer.

SUPERVISION EXERCISED:

Functional supervision may be exercised over engineering technicians.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Engineer Intern 2 by the elementary nature of assigned duties (measured by the complexity, duration, diversity and budget of projects or programs).

Differs from Engineer Intern Applicant by possession of a Louisiana Engineer Intern certificate.

Differs from Engineering Technicians by responsibility for approving drawings, plans, construction estimates and payment invoices as well as the ability to perform a broader range of engineering principles.

EXAMPLES OF WORK:

May perform a wide variety of entry level design, review, and regulatory functions. More specific examples of work can be found in a Job Distinctions Memorandum that can be obtained from the Department of Civil Service or your Human Resource Office. General examples of work are listed below.

Assists in the supervision of a laboratory unit engaged in sampling, inspecting, and testing of soils, water, wastewater, air, or similar materials.

Supervises the laying out of Kelsh Manuscripts for photogrammetric plotters and reviews work of subordinate sub-professional engineering personnel.

Assists in economic justification studies for proposed engineering facilities and performs computations and analyses of cost-benefit engineering considerations.

Applies basic engineering formulas to routine calculations.

Assists in the supervision or performance of work involving the construction and inspection of construction, remodeling, or repair of structures, including airports, buildings, canals and locks, docks and piers, highways, bridges, transmission lines, power plants, tunnels, water supplies, sewerage systems, and other works.

Assists in the instruction and training of water and sewerage superintendents and operators in the safe and efficient operation of their plants and in the performance of such routine tests as are necessary for proper control of the treatment process.

Assists in the training of operators of swimming pools, etc. and occasionally aids in the classroom and field training of sanitarians.

Collects samples for chemical and/or bacteriological laboratory analysis, using special techniques as required.

MINIMUM QUALIFICATIONS:

Either of the following will qualify (see note on selective certification):

1.General Engineer Option:

Possession of a current Louisiana Engineer Intern Certificate.

2.Petroleum Engineer Option:

Possession of a current Louisiana Engineer Intern Certificate based on experience or training in petroleum engineering.

NOTE:

All positions are of the General Engineer or Petroleum Engineer type and selective certification for the specific option will automatically be granted upon the agency's request.

Administrative (AS) Pay Grid

Effective 9/9/2005

AS	MINIMUM	1st QUARTILE	MIDPOINT	3rd QUARTILE	MAXIMUM	FREQUENCY
601	959.00	1,148.00	1,338.00	1,527.00	1,716.00	Monthly
602	1,026.00	1,229.00	1,432.00	1,634.00	1,836.00	Monthly
603	1,097.00	1,314.00	1,531.00	1,747.00	1,964.00	Monthly
604	1,174.00	1,406.00	1,638.00	1,869.00	2,101.00	Monthly
605	1,255.00	1,503.00	1,752.00	2,000.00	2,248.00	Monthly
606	1,343.00	1,609.00	1,876.00	2,141.00	2,406.00	Monthly
607	1,437.00	1,721.00	2,006.00	2,290.00	2,574.00	Monthly
608	1,538.00	1,842.00	2,146.00	2,450.00	2,754.00	Monthly
609	1,645.00	1,971.00	2,297.00	2,622.00	2,947.00	Monthly
610	1,759.00	2,107.00	2,456.00	2,804.00	3,153.00	Monthly
611	1,882.00	2,255.00	2,628.00	3,000.00	3,373.00	Monthly
612	2,014.00	2,413.00	2,812.00	3,210.00	3,609.00	Monthly
613	2,155.00	2,582.00	3,009.00	3,435.00	3,862.00	Monthly
614	2,305.00	2,762.00	3,219.00	3,675.00	4,132.00	Monthly
615	2,467.00	2,955.00	3,444.00	3,933.00	4,422.00	Monthly
616	2,640.00	3,163.00	3,687.00	4,209.00	4,732.00	Monthly
617	2,825.00	3,385.00	3,945.00	4,504.00	5,063.00	Monthly
618	3,023.00	3,622.00	4,221.00	4,819.00	5,417.00	Monthly
619	3,234.00	3,874.00	4,515.00	5,155.00	5,796.00	Monthly
620	3,462.00	4,147.00	4,833.00	5,517.00	6,202.00	Monthly
621	3,704.00	4,437.00	5,171.00	5,903.00	6,635.00	Monthly
622	3,964.00	4,748.00	5,533.00	6,316.00	7,100.00	Monthly
623	4,242.00	5,080.00	5,919.00	6,758.00	7,597.00	Monthly
624	4,538.00	5,436.00	6,334.00	7,231.00	8,129.00	Monthly
625	4,855.00	5,816.00	6,777.00	7,737.00	8,698.00	Monthly
626	5,195.00	6,223.00	7,251.00	8,278.00	9,306.00	Monthly
627	5,559.00	6,658.00	7,758.00	8,858.00	9,958.00	Monthly
628	5,947.00	7,124.00	8,301.00	9,478.00	10,655.00	Monthly

Protective Services (PS) Pay Grid

Effective 8/29/2005

PS	MINIMUM	1st QUARTILE	MIDPOINT	3rd QUARTILE	MAXIMUM	FREQUENCY
101	1,167.00	1,435.00	1,704.00	1,973.00	2,241.00	Monthly
102	1,248.00	1,536.00	1,824.00	2,111.00	2,399.00	Monthly
103	1,335.00	1,643.00	1,952.00	2,260.00	2,567.00	Monthly
104	1,428.00	1,759.00	2,089.00	2,418.00	2,747.00	Monthly
105	1,529.00	1,882.00	2,234.00	2,588.00	2,940.00	Monthly
106	1,636.00	2,014.00	2,392.00	2,770.00	3,146.00	Monthly
107	1,751.00	2,155.00	2,558.00	2,962.00	3,366.00	Monthly
108	1,874.00	2,307.00	2,739.00	3,170.00	3,602.00	Monthly
109	2,006.00	2,468.00	2,929.00	3,392.00	3,853.00	Monthly
110	2,146.00	2,642.00	3,136.00	3,630.00	4,124.00	Monthly
111	2,297.00	2,827.00	3,356.00	3,884.00	4,413.00	Monthly
112	2,458.00	3,025.00	3,590.00	4,157.00	4,722.00	Monthly
113	2,630.00	3,236.00	3,841.00	4,448.00	5,053.00	Monthly
114	2,813.00	3,462.00	4,110.00	4,758.00	5,406.00	Monthly
115	3,011.00	3,704.00	4,398.00	5,091.00	5,784.00	Monthly
116	3,222.00	3,964.00	4,706.00	5,448.00	6,190.00	Monthly
117	3,448.00	4,242.00	5,035.00	5,829.00	6,623.00	Monthly
118	3,689.00	4,538.00	5,387.00	6,237.00	7,086.00	Monthly
119	3,947.00	4,857.00	5,765.00	6,673.00	7,582.00	Monthly
120	4,222.00	5,195.00	6,167.00	7,140.00	8,112.00	Monthly
121	4,519.00	5,561.00	6,601.00	7,641.00	8,681.00	Monthly
122	4,834.00	5,949.00	7,062.00	8,176.00	9,289.00	Monthly
123	5,172.00	6,365.00	7,556.00	8,748.00	9,939.00	Monthly
124	5,535.00	6,810.00	8,084.00	9,360.00	10,634.00	Monthly
125	5,923.00	7,287.00	8,651.00	10,015.00	11,378.00	Monthly
126	6,337.00	7,797.00	9,256.00	10,716.00	12,173.00	Monthly

Technician and Skilled Trades (WS) Pay Grid

Effective 02/13/2006

WS	MINIMUM	1st QUARTILE	MIDPOINT	3rd QUARTILE	MAXIMUM	FREQUENCY
201	948.00	1,134.00	1,319.00	1,505.00	1,690.00	Monthly
202	985.00	1,191.00	1,397.00	1,603.00	1,808.00	Monthly
203	1,014.00	1,244.00	1,474.00	1,704.00	1,934.00	Monthly
204	1,085.00	1,332.00	1,578.00	1,824.00	2,070.00	Monthly
205	1,161.00	1,425.00	1,688.00	1,952.00	2,215.00	Monthly
206	1,243.00	1,525.00	1,807.00	2,089.00	2,370.00	Monthly
207	1,330.00	1,632.00	1,933.00	2,235.00	2,536.00	Monthly
208	1,423.00	1,746.00	2,068.00	2,391.00	2,713.00	Monthly
209	1,522.00	1,868.00	2,213.00	2,558.00	2,903.00	Monthly
210	1,628.00	1,998.00	2,367.00	2,737.00	3,106.00	Monthly
211	1,742.00	2,138.00	2,533.00	2,928.00	3,323.00	Monthly
212	1,863.00	2,286.00	2,709.00	3,132.00	3,555.00	Monthly
213	1,993.00	2,446.00	2,899.00	3,352.00	3,805.00	Monthly
214	2,134.00	2,619.00	3,103.00	3,588.00	4,072.00	Monthly
215	2,283.00	2,802.00	3,320.00	3,838.00	4,356.00	Monthly
216	2,442.00	2,997.00	3,552.00	4,107.00	4,661.00	Monthly
217	2,614.00	3,208.00	3,801.00	4,394.00	4,987.00	Monthly
218	2,798.00	3,433.00	4,067.00	4,701.00	5,335.00	Monthly
219	2,994.00	3,673.00	4,351.00	5,030.00	5,708.00	Monthly
220	3,203.00	3,930.00	4,656.00	5,382.00	6,108.00	Monthly
221	3,427.00	4,205.00	4,982.00	5,759.00	6,536.00	Monthly
222	3,666.00	4,498.00	5,330.00	6,162.00	6,994.00	Monthly
223	3,923.00	4,813.00	5,703.00	6,593.00	7,483.00	Monthly
224	4,196.00	5,149.00	6,101.00	7,054.00	8,006.00	Monthly

Scientific and Technical (TS) Pay Grid

Effective 03/31/03

TS	MINIMUM	1st QUARTILE	MIDPOINT	3rd QUARTILE	MAXIMUM	FREQUENCY
301	1,366.00	1,640.00	1,914.00	2,187.00	2,461.00	Monthly
302	1,461.00	1,754.00	2,047.00	2,340.00	2,633.00	Monthly
303	1,564.00	1,877.00	2,191.00	2,504.00	2,817.00	Monthly
304	1,673.00	2,008.00	2,344.00	2,679.00	3,014.00	Monthly
305	1,791.00	2,149.00	2,508.00	2,867.00	3,226.00	Monthly
306	1,915.00	2,299.00	2,683.00	3,067.00	3,451.00	Monthly
307	2,049.00	2,459.00	2,870.00	3,281.00	3,692.00	Monthly
308	2,193.00	2,632.00	3,072.00	3,511.00	3,950.00	Monthly
309	2,347.00	2,817.00	3,288.00	3,758.00	4,228.00	Monthly
310	2,512.00	3,015.00	3,519.00	4,021.00	4,524.00	Monthly
311	2,687.00	3,226.00	3,765.00	4,303.00	4,841.00	Monthly
312	2,876.00	3,452.00	4,028.00	4,604.00	5,181.00	Monthly
313	3,077.00	3,694.00	4,311.00	4,927.00	5,543.00	Monthly
314	3,292.00	3,952.00	4,612.00	5,272.00	5,932.00	Monthly
315	3,522.00	4,228.00	4,935.00	5,641.00	6,348.00	Monthly
316	3,768.00	4,524.00	5,280.00	6,035.00	6,791.00	Monthly
317	4,032.00	4,840.00	5,649.00	6,457.00	7,266.00	Monthly
318	4,314.00	5,179.00	6,044.00	6,909.00	7,774.00	Monthly
319	4,616.00	5,541.00	6,467.00	7,392.00	8,318.00	Monthly
320	4,938.00	5,929.00	6,920.00	7,910.00	8,901.00	Monthly
321	5,283.00	6,343.00	7,403.00	8,463.00	9,523.00	Monthly
322	5,652.00	6,786.00	7,921.00	9,055.00	10,190.00	Monthly
323	6,048.00	7,262.00	8,476.00	9,690.00	10,904.00	Monthly

PAY

UPON EMPLOYMENT

- The rate of pay is generally set at the minimum of the pay range for the job title.
- Employees are paid biweekly over 26 pay periods a year using a direct deposit method. Money is available in the employee accounts on alternating Fridays. Should that day be a federal holiday, checks are deposited on the preceding workday.
- Pay may be set at a higher rate because of a special entrance rate or if the employee has been noncompetitively reemployed.
- New employees are eligible for a 4% merit increase upon attainment of six months of successful service.
- Permanent employees are eligible for a 4% merit increase at the end of each twelve month period thereafter.

MERIT INCREASES

Merit increases (4%) are not automatic and are based on work performance, attendance record, attendance at training classes, and other factors deemed important by the supervisor.

UPON PROMOTION

The rate of pay upon promotion is determined by the increase in pay level from the current job title to the new job title. In all cases, the rate of pay must be set at least at the minimum of the higher job title. If the promotion crosses pay schedules, for example from AS to WS, there is a formula that is used to calculate the increase. This calculation is done by the HQ HR Operations Unit.

If the promotion involves (for example) a 1 WS level increase, the pay adjustment is 7%. A 2 WS level increase will result in a 10.5% adjustment. A 3 WS level increase or more will result in a 14% adjustment.

Example 1 – 1 level increase or 7% increase

A Mobile Equipment Operator 1 (WS 209) earning \$1,779.00 per is promoted to a Mobile Equipment Operator 2 (WS 210). As this promotion results in a 1 WS level increase, the employee's salary will be adjusted by 7%.

Salary prior to promotion	\$1779.00
7% increase	<u>125.00</u>
Salary upon promotion	\$1904.00

Example 2 – --2 level increase or 10.5% increase

An Engineering Technician 1 (TS-302), earning \$1500.00 per month, is promoted to Engineering Technician 2 (TS-304). As this promotion results in a 2 TS level increase, the employee's salary will be adjusted by 10.5%.

Salary prior to promotion	\$1500.00
10.5% increase	<u>158.00</u>
Salary upon promotion	\$1658.00

Example 3 – 14% increase

An Electrician (WS-212), earning \$1584.00 per month is promoted to Electrician Foreman (WS-215). As this promotion results in a 3 WS level increase, the employee's salary would be adjusted by 14%.

Salary prior to promotion	\$1813.00
14% increase	<u>254.00</u>
Salary upon promotion	\$2067.00

POSITION CHANGES

PROMOTION

- Promotions involve movement to a position in a job title with a higher pay range.
- Employees do not serve another probationary period following promotion.
- Promotions are not automatic. It is the responsibility of the employee to find out if he/she qualifies for a promotion, maintain current test grades if required, complete required DOTD training courses and take whatever steps are necessary to be prepared for future advancement.
- Refer to PPM No. 33 for more information on the promotional policy

DEMOTION

- Demotions involve movement from a position in one job title to a position in another job title with a lower minimum pay rate.
- There are two types of demotions, voluntary and disciplinary.
- CS Rule 6.10 (a) requires that the pay of an employee who demotes for any reason be reduced by a minimum of 7%; however, DOTD employees who voluntarily demote (except as noted under Special Provisions in PPM 52) will be conditionally exempt from the mandatory pay cut, provided the employee's salary is within the salary range of the job to which he demotes.

REASSIGNMENT

- Reassignments involve movement in DOTD from a position in one job title to a position with another job title that has the same minimum pay rate.
- No change in pay is involved.

TRANSFER

- A transfer involves movement from a position in one State agency to a position in another State agency.
- Depending on the new agency's policy, the employees may or may not serve a new probationary period if permanent status has been attained.
- Transfers may involve promotion, demotion or a lateral move (same pay).

REALLOCATION/CAREER PROGRESSION GROUPS

- A change in duties that justifies an upward movement from one job title to another results in a reallocation.
- Can also be a change that results in downward movement, although rare.
- In cases of career progression groups, reallocation happens automatically as employee meets qualification requirements and is satisfactorily performing.

NOTE: A Career Progression Group is pre-defined list of job titles, typically within a job title series, that can be used for recruitment, training and retention purposes.

HOURS OF WORK

- The normal work week consists of 40 hours. (Refer to PPM No. 10)
- The hours of work may vary depending on the position. The options include:
 - Flextime Employee works 8 hours per day, 5 days per week, Monday thru Friday. Employee is required to work core hours, 9:00 am thru 3:30 pm. However, employee can vary the starting time between 7:00 – 9:00 am and the ending time between 3:30 and 6:00 pm.
 - Compressed Work Week Employee works 40 hours per week in fewer than 5 full days. Common schedules include four 10-hour days or, during a two week pay period, nine 9-hour workdays plus one 4-hour workday. No employee can work more than 10 hours per day and no employee may start work earlier than 6:00 am or finish work later than 6:00 pm.
- Hours worked are recorded on the bi-weekly time sheet (page 23).

ACCRUAL OF ANNUAL AND SICK LEAVE

- Both full and part-time employees earn leave (with the exception of restricted and student appointments).
- All unused annual and sick leave is carried forward to the next year.
- There is no limitation on the amount of leave that an employee can accrue.
- Upon resignation or retirement, employees will be paid for up to 300 hours of unused annual leave. Upon retirement, the remainder of unused annual and sick leave may be converted to service credit, received as a lump sum payment which is actuarially reduced, or rolled over into a qualified IRA account.
- Leave balances are listed on the bi-weekly check stub (page 24) along with the appropriate payroll deduction codes (pages 25-26).
- Should an employee transfer to another department, his/her leave balances will be transferred.
- Annual or sick leave is not earned while working overtime, while on leave without pay, or while in “on call” status.
- Leave accrual rate depends on the employee’s length of service.

<u>LENGTH OF EMPLOYMENT</u>	<u>PER HOUR WORKED</u>	<u>HOURS PER PAY PERIOD</u>	<u>DAYS PER YEAR</u>
Less than 3 years	0.0461	3.6880	12
3 yrs. to 5 yrs.	0.0576	4.6080	15
5 yrs. to 10 yrs.	0.0692	5.5360	18
10 yrs. to 15 yrs.	0.0807	6.64560	21
15 years or more	0.0923	7.3840	24

TIMEKEEPING & PAYROLL

Every other Friday, all DOTD employees are required to either complete their own time sheet or sign one that is prepared for them. Employees are ultimately responsible to make sure that actual time worked and leave taken is correctly recorded on time sheets. An employee's signature certifies the accuracy of this recordkeeping (page 23).

The DOTD Payroll Unit prepares the payroll the following week. Most deposits are handled by direct deposit into the employees' choice of account. Payroll stubs (page 24) are distributed to each section and district for distribution. Employees will find both the total leave balances on the payroll stub as well as all deductions taken from the net pay. A list of Payroll Deduction Codes is on pages 25-26.

Any questions about timekeeping should be referred to the section or district timekeeper. Questions about checks issued should be directed to the Payroll Unit at 225-379-1675.

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
PAYROLL AND COST DISTRIBUTION**

NAME AND C.S. TITLE OF EMPLOYEE

JANE DOE

JOB TITLE

OFFICIAL STATION

BATON ROUGE

TRANSMIT

EMPLOYEE

NUMBER 222-33-4444

GANG NUMBER 001

PERIOD

ENDING 01/15/06

PAYROLL DISTRICT

OR SECTION NO. 82

SHEET 1 OF 1 SHEET

DESCRIPTION OF ACTIVITY	DAILY RECORD OF HOURS OF ACCOMPLISHMENT															LINE NO.	CHG D/S	PAR ISH	SYS CODE	AUTH CODE	FUNCT CODE	CONTROL SECTION PROJECT/EQUIP. NUM.			IDENT CODE	TRANS CODE	HOURS			PER DIEM	UNI-FORM ALLOW	CMT TRIPS	
		2 M	3 T	4 W	5 Th	6 F	7 S	8 S	9 M	10 T	11 W	12 Th	13 F	14 S	15 S												REGULAR	OVERTIME					LEAVE W/O PAY
																												PAY	COMP				
General Office	A															0																	
	4															1	01	99	6	001	820												
Annual Leave	A															0																	
	H															2	01	99	6	001	811												
Sick Leave	A															0																	
	H															3	01	99	6	001	812												
Holiday	A															0																	
	H															4	01	99	6	001	814												
FMLA/SICK	A															0																	
	H															5	01	99	6	001	803												
Comp	A															0																	
	H															6	01	99	6	001	813												
	A															0																	
	H															7																	
	A															0																	
	H															8																	
																0																	
																9																	

I HEREBY CERTIFY THAT THE HOURS SHOWN ARE CORRECT

EMPLOYEE SIGNATURE

I HEREBY CERTIFY THAT THE PERSON LISTED ON THIS PAYROLL HAS WORKED THE NUMBER OF HOURS SHOWN HEREON.

SUPERVISOR

DISTRICT OR SECTION HEAD

LEAVE FUNCTIONS

802 - FAMILY LEAVE - ANNUAL CODE* IS BLANK UNLESS ONE OF THE FOLLOWING INVOLVED
803 - FAMILY LEAVE - SICK
804 - FAMILY LEAVE - L.W.O.P.
805 - SUSPENSION WITH PAY
806 - FAMILY LEAVE - COMPENSATORY LEAVE
810 - EDUCATION LEAVE
811 - ANNUAL LEAVE
812 - SICK LEAVE
813 - COMPENSATORY LEAVE
814 - OTHER LEAVE - (INCLUDES FUNEREAL, MILITARY, HOLIDAYS, CIVIL, ETC.)

TRANSACTION CODES

01 - COMP. TIME EARNED (STRAIGHT TIME) USE WORK FUNCTION
02 - COMP. TIME EARNED (TIME AND ONE HALF) USE WORK FUNCTION
03 - OVERTIME (IMMEDIATE PAY) USE WORK FUNCTION
05 - NEW EMPLOYEE
06 - WORKING TIME ON RESIGNATION
16 - WORKING TIME ON RESIGNATION WHILE ON ANNUAL OR COMP.
51 - ANNUAL LEAVE IN LIEU OF SICK (USE FUNCTION 811)
55 - COMP. IN LIEU OF SICK (USE FUNCTION 813)
 TO RECORD EQUIPMENT NUMBER IN PROJECT/EQUIP. NUM. FIELD:
 ENTER AN E FOLLOWED BY 6 DIGIT EQUIP. NO.(EX. E100-000)

STATE OF LOUISIANA TREASURY DEPARTMENT DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT STATEMENT OF WAGES, TAXES AND AUTHORIZED DEDUCTIONS						TAX CODES		FEDERAL		STATE		
						M	S	EX	ADDITIONAL	EX	DEP.	ADDITIONAL
						M		3		2	1	
EMPLOYEE NAME			SOC. SEC. NUMBER		DIST.	DIR DEP NO	DIR DEP DATE		PER. ENDING DATE			
			XXX-XX-XXXX			123005	07-21-2006		07-16-2006			
WAGE & TAX DATA	CURRENT PERIOD	YEAR-TO-DATE	WAGE AND HOUR DATA-CURRENT PERIOD CODE	HOURS	WAGES	OTHER DEDUCTIONS						
FDWG	136592	2090983	REGWAGE	800	173960	DCCL	12545	GHSP	23673			
FDTX	7292	115704				GLIF	1330	BRCU	20000			
LAWG	136592	2090983				UGBR	271					
LATX	2607	40562										
MDWG	149137	2279158										
MEDI	2162	33050										
CAFD	24823	330242				GROSS PAY				173960		
ANNUAL LEAVE BALANCE						1550856						
SICK LEAVE BALANCE						655856						
COMP. TIME & ONE HALF BAL.						1						
COMP. STRAIGHT TIME BAL.						20000						
						IF YOUR CHECK MAILING/HOME MAILING ADDRESS HAS CHANGED, CONTACT YOUR DIST/SEC PERSONNEL OFFICE						

DETACH AND RETAIN FOR YOUR RECORDS

DOTD 03-15-1567 (R 01/1999)

PAYROLL DEDUCTION CODES	
<u>DEDUCTION CODE</u>	<u>DESCRIPTION</u>
ALCU	8 TH DISTRICT HIGHWAY FEDERAL CREDIT UNION
AMFM	AMERICAN FAMILY LIFE ASSURANCE COMPANY
AMHT	AMERICAN HERITAGE LIFE COMPANY
APLI	AMERICAN PUBLIC LIFE
ARCY	ACCOUNTS RECEIVABLE – CURRENT YEAR
AROT	ACCOUNTS RECEIVABLE – OTHER
ARPY	ACCOUNTS RECEIVABLE – PRIOR YEAR
ARST	ACCNTS RECEIVABLE – SMALL TOOLS
ARTA	ACCOUNTS RECEIVABLE – TRAVEL ADVANCES
BCCU	SOUTH LOUISIANA HIGHWAY FEDERAL CREDIT UNION
BKCY	BANKRUPTCY
BOND	UNITED STATES SAVINGS BOND
BRCU	LA DOTD FEDERAL CREDIT UNION
CAFD	CAFETERIA DEFERRED
CALI	CAPITAL AMERICAN LIFE INSURANCE COMPANY
CHCU	DISTRICT 58 FEDERAL CREDIT UNION
CHS1	CHILD SUPPORT
CHS2	CHILD SUPPORT
CHS3	CHILD SUPPORT
COLA	COLONIAL LIFE & ACCIDENT
DALL	MS OF A DENT ALL PLAN
DCCL	DEFFERRED COMPENSATION OF LOUISIANA
DCRA	DEP. DAY CARE REIMBURSEMENT ACCT
DENT	DENTA-CARE INCORPORATED
DINA	DINA DENTAL HEALTH PLAN
EIC	EARNED INCOME CREDIT
FDTX	FEDERAL WITHHOLDING TAX
FDWG	FEDERAL WAGES
FICA	SOCIAL SECURITY TAX
FROP	FRATERNAL ORDER OF POLICE LODGE #28
FTLV	FEDERAL INCOME TAX LEVY
G & K	G&K SERVICES
GARN	GARNISHMENTS
GFC1	GARN. FEE CHILD SUPP. 1
GFC2	GARN. FEE CHILD SUPP. 2
GFC3	GARN. FEE CHILD SUPP. 3
GFGN	GARN. FEE GARNISHMENT
GHSP	GROUP HOSPITALIZATION
GILI	GUARANTY INC. LIFE INS.

PAYROLL DEDUCTION CODES (CONT'D)	
<u>DEDUCTION CODE</u>	<u>DESCRIPTION</u>
GLIF	GROUP LIFE INSURANCE
GRSO	GREAT SOUTHERN LIFE INSURANCE
HMCU	DISTRICT 62 HIGHWAY FEDERAL CREDIT UNION
IVWA	INVOLUNTARY WAGE ASSIGNMENT
LACU	LA CAPITOL FEDERAL CREDIT UNION
LATX	LOUISIANA WITHHOLDING TAX
LAWG	LOUISIANA WAGES
LEAA	LA ENGINEERING AIDE ASSOCIATION
LFCU	3 RD DISTRICT HIGHWAY FEDERAL CREDIT UNION
LIIC	LIFE INVESTORS INSURANCE CO.
LTEE	LA TRANSPORTATION ENGINEERING & EMPLOYEE ASSOC.
MDWG	MEDICARE WAGES
MEDI	MEDICARE WITHHOLDING TAX
MERA	MED. EXP. REIMBURSEMENT ACCT.
MIDW	MIDWEST NATIONAL LIFE INSURANCE
MNCU	DISTRICT 05 DOTD FEDERAL CREDIT UNION
NYLI	NEW YORK LIFE INS.
PICP	PROFESSIONAL INS. CORP
PROF	PROFESSIONAL ENGINEERS ASSOCIATION
RET	RETIREMENT
RTBP	RETIRE WITHHOLD – BRIDGE POLICE
RTWG	RETIREMENT WAGES
SHCU	4 TH DISTRICT LADOTD FEDERAL CREDIT UNION
SPCU	STATE AND PARISH EMPLOYEES FEDERAL CREDIT UNION
STLV	STATE INCOME TAX LEVY
UDUE	AFSCME – UNION DUES
UGBR	CAPITAL AREA UNITED WAY
UGLF	UNITED GIVERS OF ACADIANA, INC.
UWAL	UNITED WAY OF ALEXANDRIA
UWNE	UNITED WAY OF NORTHEAST LA.
UWNO	UNITED WAY OF NEW ORLEANS AREA
UWNW	UNITED WAY OF NORTHWEST LA.
UWSW	UNITED WAY OF SOUTHWEST LA.
UWTA	TANGIPAHOA AREA UNITED WAY
VWA	VOLUNTARY WAGE ASSIGNMENT

HOLIDAYS

Statutory holidays as provided under Louisiana Revised Statute 1:55 include:

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday—3rd Monday in January
Mardi Gras Day
Good Friday
Independence Day (July 4th)
Labor Day
Inauguration Day (once every four years—Baton Rouge only)
General Election Day (every two years)
Veterans' Day
Thanksgiving Day
Christmas Day

Should any of these holidays fall on a weekend, a proclamation will be issued to observe the holiday on a workday preceding or following the actual holiday.

The Governor may proclaim not more than two additional holidays during the year, one of which shall be National Memorial Day.

OVERTIME

- Any employee may be required to work overtime.
- Depending upon the employee's job title and the nature of overtime worked (emergency, routine, etc.), he/she may be compensated for overtime hours worked by:
 - time and one-half pay
 - straight hour for hour pay
 - compensatory time at time and one-half
 - straight hour for hour compensatory time
- For complete details regarding overtime, refer to PPM No. 12 or contact the Human Resources Section.

USES OF ANNUAL AND SICK LEAVE

- Each request for leave is submitted on the Application for Leave Form (page 29).
- For more information on the leave policy, please refer to PPM No. 15.
- Your District/Section may also have additional policies on leave usage, so please ensure that you are familiar with such.

ANNUAL LEAVE

- This type of leave is used primarily for vacations and personal business.
- Annual leave should be applied for in advance and can be used only when approved in advance by the administrator or supervisor.
- The minimum amount of annual leave that can be taken is one-half hour.

SICK LEAVE

- This type of leave is used when an employee is unable to perform his/her duties due to illness or for his/her own medical, dental, or optical consultation or treatment.
- When unable to report to work due to illness, the employee must call the supervisor to inform him/her of such. A leave slip must be completed upon returning to work.
- The supervisor may also require a statement from the attending physician stating that the employee was ill and unable to work.
- An employee's sick leave record is carefully examined when the employee is being considered for promotions or merit increases.
- An employee who has a sick leave balance of less than eight hours may be terminated. A termination under this condition is not considered disciplinary action and is normally done because the duties of the employee's position must be performed. (C.S. Rule 12.6 (a) 1).
- The minimum amount of sick leave that can be taken is one-half hour.

STATE OF LOUISIANA DEPT. OF TRANSPORTATION AND DEVELOPMENT APPLICATION FOR LEAVE	SECTION or DISTRICT _____ SSN _____ GANG NO. _____
--	--

DATE _____ , 20 _____

This is a request for _____ ☐ hour(s)

☐ ANNUAL
 ☐ SICK (See Below)
 ☐ COMPENSATORY
 ☐ CIVIL

☐ OTHER *
 ☐ LEAVE WITHOUT PAY *
 ☐ EDUCATIONAL
 ☐ MILITARY

☐ FAMILY LEAVE * CHECK ONE:
 _____ Annual _____ Compensatory
 _____ Sick _____ Leave Without Pay

for the period beginning:

_____ : _____ A.M.
 P.M., _____ , 20 _____

and ending

_____ : _____ A.M.
 P.M., _____ , 20 _____

Employee's Signature

APPROVED: _____
 DISTRICT ADMINISTRATOR or SECTION HEAD

* REASON OR EXPLANATION: _____

SICK LEAVE

This is to certify that my absence from duty was due to illness and that I was unable to perform my work or be at my post of duty during the period covered by this application for leave.

Employee's Signature

PHYSICIAN'S CERTIFICATE I certify that _____
 was under my care for an illness or injury which incapacitated the
 employee for duty during the period _____ , 20 _____ through
 _____ , 20 _____ .

Signature

Date _____ M.D.

CIVIL AND OTHER TYPES OF LEAVE

CIVIL LEAVE

- Civil leave is granted for the following:
 - Performance of jury duty
 - Called to appear as a witness in court; not when a plaintiff or defendant.
 - Taking a physical examination for military draft
 - Inability to report for duty due to an act of God
 - Taking a Civil Service examination

MILITARY LEAVE

- This type of leave is granted to employees who attend annual training as members of the Reserves or National Guard.
- An employee is entitled to use up to 15 days of paid military leave for each calendar year.
- For employees on leave without pay for military purposes and whose military pay is less than his/her State salary, the State will pay the difference.

FUNERAL LEAVE

- Employees may be granted up to 2 days of paid leave to attend the funeral of a relative within the first or second degree of relationship. This includes: parent, step-parent, child, stepchild, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent or grandchild. (See PPM No. 15)

LEAVE WITHOUT PAY

- An appointing authority is authorized to place an employee on leave without pay for any unapproved absence or repeated tardiness.
- In cases covered by the Family and Medical Leave Act (FMLA), an appointing authority can place an eligible employee on leave without pay for a period up to 480 hours (12 weeks of family leave per year), provided the employee has no paid leave balances. In the absence of FMLA-qualifying circumstances, no employee will be granted extended or indefinite periods of leave without pay.
- Employees on leave without pay do not earn annual or sick leave, nor do they receive the benefit of paid holidays occurring during the absence.
- For more information on Leave Without Pay, see PPM No. 15.

VOLUNTARY DISASTER SERVICE LEAVE

- May be granted to employees to participate in specialized disaster relief services for the American Red Cross in Louisiana.
- An employee must have the approval of the appointing authority and the amount cannot exceed 15 days per calendar year.
- For more information on Voluntary Disaster Service Leave, see PPM No. 15.

VOTING LEAVE

- An employee may be granted time off with pay in order to vote in an election that falls off on his/her regularly scheduled work day. The amount of time varies based on the distance of the work domicile from voting precinct.

FAMILY MEDICAL LEAVE ACT

- The Family and Medical Leave Act of 1993 (FMLA), requires employers to give 12 weeks (480 hours) of unpaid leave to qualifying employees for any of the following reasons:
 - For the birth of a child and/or to care for a newborn child of the employee
 - To care for a newly adopted or a newly placed foster child
 - To care for the employee's spouse, child, or parent, with a serious health condition
 - For a serious health condition that renders the employee unable to perform the functions of his/her job

Qualifying employees include those with at least 12 months of continuous state employment and 1,250 hours of service during that time.

- Of the 12-week period, the employee shall be required to first use his/her accrued annual or sick leave. If such a paid leave is unavailable, the Department shall provide leave without pay to total 12 weeks. For record keeping purposes, the employee must designate on the Application for Leave form the type of leave requested.
- Family leave does not necessarily have to be taken all at once. Leave may be taken on an intermittent basis (i.e., one week per month) or on a reduced schedule basis (i.e., four or five hours per day).
- Since the State of Louisiana is considered one employer, employees reemployed and/or transferred are eligible for FMLA provided they were employed for a total of 12 months and completed at least 1,250 hours of service during the past year.
- For more information on the Family Leave Policy, refer to PPM No. 16.

EDUCATIONAL LEAVE/TUITION REIMBURSEMENT

- A permanent employee with one year of DOTD service can request the use of educational leave to take post-secondary coursework that relates to his/her position. An employee who desires to take educational leave must submit a written request, the Application for Educational Leave/Tuition Reimbursement, (PPM No. 17)) to the appointing authority at least thirty (30) calendar days before the start of the requested leave. The appointing authority will carefully consider the job-relatedness of such requests and whether the section's/district's work load will allow the absence of the employee for the specified amount of time before recommending the approval of any such request.
- Leave with pay or without pay may be granted for up to 30 calendar days (i.e., 240 class hours in one calendar year) depending on the pertinence of the course to the employee's work in the Department. The 30 calendar days may spread throughout the year as classes are scheduled.
- Courses must be at least junior level and job related.
- Employees are limited to one course per semester (not to exceed four semester hours).
- Upon completion of the course, the employee must submit proof of payment and a copy of his/her final grade (must be C or better) to the appointing authority for processing.
- The Department **may** reimburse employees for college tuition costs, upon approval of the Undersecretary, providing adequate funds are available.
- For more information on the Department's Educational Leave/Tuition Reimbursement Policy, refer to PPM No. 17.

PROMOTIONAL OPPORTUNITIES

All current DOTD job vacancies are posted on-line on the Department of Civil Service's web site at <http://www.yourfuture.louisiana.gov>. This includes promotional announcements as well as continuously posted jobs for certain locations. Printed announcements are also available at the HQ Human Resources office and at each field Human Resources office.

It is the responsibility of the employee to take the necessary Civil Service examination for any classification in which he/she is interested, take any required training courses, and maintain his/her name on the appropriate Civil Service registers.

For more information on promotions, job postings, etc., see PPM No. 33 in your handbook.

PERSONNEL RECORDS

Each district/section maintains records on all of its employees. An employee's "official" personnel file is maintained by the Headquarters Human Resources Section.

To ensure that your personnel file is up-to-date at all times, notify your supervisor or the Human Resources Section of any changes in your name, address, marital status, beneficiaries and

educational background. Also notify the Financial Service Section of changes in your dependents or filing status (tax records) and LASERS (retirement) for any changes in your beneficiary designations.

NOTE: Employees may review their file in the presence of a witness from the Human Resources Section. Also, portions of the personnel file are considered public records under the Public Records Act and may be reviewed by any member of the public upon request.

PROHIBITED POLITICAL ACTIVITIES

State classified employees are prohibited by the State Constitution from engaging in political activity.

Prohibited political activity is generally defined as any effort to support or oppose, to include giving the appearance of giving support, to a candidate for election or a political party in all elections (local, state, and federal) or even out-of-state elections.

As a result, state employees may not perform directly or indirectly through a spouse or another person the following acts:

- Become a candidate for nomination or election to public office.
- Become a member of any committee of a political party or faction.
- Make or solicit contributions for any political party, faction or candidate.
- Take an active part in the management of the affairs of a political party, faction, candidate, or campaign.
- Attend any fund raising function of a political party or candidate, even if someone gives you a free ticket.
- Solicit votes for or against a candidate or political party.
- Publicly announce, whether in writing or otherwise, support or opposition to a candidate or political party.
- Address or distribute campaign material for or against a candidate or political party.
- Contribute time or property in support or opposition to a candidate or political party.
- Display a bumper sticker on the automobile you drive in support or opposition to a candidate to political party.
- Place a sign on your property supporting or opposing a candidate or political party.

- Contribute or loan money in support or opposition to a candidate or political party.
- Vote at the caucus or convention of a political party, candidate, or faction.
- Wear or display tee shirts, hats, or other political material in support or opposition to a candidate or political party.

The following activities are **not considered political** and therefore, classified employees may engage in them. You may:

- Serve as a poll commissioner or official watcher on behalf of a governmental entity at the polls.
- Publicly support or oppose issues involving bonded indebtedness, tax referenda, or constitutional amendments.
- Publicly support or oppose other issues of public debate other than in support or opposition to a candidate or political party.
- Sell your services for fair market value to a political party, candidate, or faction.
- Be a member of a private organization which may, under certain circumstances, endorse a candidate for public office just so long as the primary purpose of the organization is other than the support or opposition of candidates, political parties or factions. However, when the organization does support or oppose a candidate or a party, you may not take an active part in the management of the affairs of the organization.
- Attend a free social function open to the public where all or any of the candidates speak or present their views to those attending.
- Attend an election night party that is open to the public at large.
- Appear in a photograph with your spouse who is a candidate for elected office.
- Serve as a host or hostess at your home when your spouse, who is a candidate for election, has a party at your home in support of your spouse's candidacy, but you may not take an active part by soliciting campaign contributions or other political activities.

For more information on Prohibited Political Activities, refer to Chapter 14 of Civil Service Rules. A copy of Chapter 14 is available on the Department of state Civil Service's web site (<http://www.dscs.state.la.us>) or may be obtained from the Headquarters Human Resources Section or your district/section Human Resources office.

PERFORMANCE PLANNING AND REVIEW

Each employee will be evaluated annually between May 1 and June 30 by his/her immediate supervisor. This evaluation will inform the employee how he/she is performing the duties of his/her position, as well as pointing out areas where improvement is needed. Each employee will be rated on performance factors that include work productivity, dependability, cooperativeness, adaptability, communication and daily decision making/problem solving. There are other factors that can be added. For instance, supervisory employees will also be rated on work group management/leadership and performance planning and review.

There are three major steps in the performance appraisal process:

1. Performance Planning

- a. A performance planning session will be conducted by no later than July 30 of each year. For new employees, employees who move into a different position or employees who transfer into DOTD from another state agency, the planning session will be conducted not later than 30 days after the appointment. There is an exception to this: When an employee is hired or moved into a different position between April 1 and June 30, the planning will be delayed until the planning is done for all other employees.
- b. Performance expectations are developed by the supervisor based on the agency goals, and the employee's job duties and responsibilities.
- c. Performance planning clarifies and communicates the requirements of the job before the appraisal period begins.
- d. Performance planning identifies factors to be rated and job expectations.

2. Performance Observation/Documentation

- a. The supervisor observes and maintains a record of employee's job performance during the appraisal period, documenting both good and unsatisfactory performance. Lines of communication between the supervisor and the employee regarding performance should remain open for the entire rating period.
- b. All supervisors are required to conduct an informal review in the month of January for all direct reports. The results of this review are documented. Supervisors may also conduct other informal review sessions during the year to review progress being made, discuss problems, etc.

3. Performance Review

- a. A formal performance review, with the PPR form completed, is conducted between May 1 and June 30 of each year for all employees.
- b. The performance review form is completed by the supervisor, approved by the DOTD Reviewer and an official rating is assigned.
- c. The supervisor and employee review and discuss the employee's performance during the appraisal period.

4. Cycle Begins Again

- a. Planning
 - b. Observation/Documentation
 - c. Rating
- Any employee receiving a “Needs Improvement” or “Poor” is ineligible for promotions or merit increases, and details to higher level positions until he/she receives a “Meets Requirements” or better rating. In the case of probational employees whose overall rating is “Needs Improvement” or “Poor” they may not be considered for permanent status until they receive a “Meets Requirements” or better rating.
 - Any employee whose official overall rating is “Needs Improvement” or “Poor” shall be re-rated between October 31 and December 30 of the same year.
 - An employee with “Needs Improvement” or “Poor” may be reassigned, demoted, or terminated.
 - Close-out ratings are **unofficial** progress reviews that are held when either the employee or the supervisor leaves his/her position. The supervisor should conduct a close-out session with each of the employees he/she supervises.
 - A permanent employee who disagrees with any official rating or re-rating has a right to have the rating or re-rating reviewed by the Designated Reviewer. When a permanent employee receives an untimely rating that results in an “Unrated” rating or receives no rating at all, he/she may request through this review process that a rating be granted.
 - Written request for review must be postmarked or received in DOTD’s Headquarters Human Resources Office no later than July 15, for a rating, or January 14, for a re-rating. The employee must explain why he/she believes a higher rating is warranted and must attach supporting documentation.
 - The Designated Reviewer will review the request and any supporting documentation. The Designated Reviewer must also discuss the contested rating with the employee, the Rating Supervisor and the DOTD Reviewer. The Designated Reviewer shall notify the employee, Headquarters Human Resources Office, the Rating Reviewer and the Rating Supervisor in writing of the results of the review within thirty (30) calendar days following the date that the request was received in DOTD’s Headquarters Human Resources.
 - A permanent employee who disagrees with the Designated Reviewer’s decision has a right to have his/her PPR file reviewed by the Director of Civil Service or his/her designee. This appeal must be postmarked or received by the Director within 30 calendar days following the date the employee received a copy of the Designated Reviewers decision.
 - Details about Performance Planning & Review are outlined in PPM No. 55.
 - A sample of one of the two standard Performance Planning & Review forms follows. (pages 38-48)

State Employees PERFORMANCE PLANNING AND REVIEW (PPR) Form

INSTRUCTIONS FOR DOCUMENTATION OF THE PLANNING AND RATING SESSIONS ARE PROVIDED FOR USE AS A CHECKLIST BY RATING SUPERVISORS. THIS INSTRUCTION SHEET SHOULD BE SEPARATED FROM THE REST OF THE DOCUMENT AFTER COMPLETION.

PLANNING SESSION: ALL CLASSIFIED EMPLOYEES (RESTRICTED, JOB APPOINTMENT, PROVISIONAL, PROBATIONAL, OR PERMANENT) **MUST** HAVE A PLANNING SESSION AND A RATING SESSION ANNUALLY, EXCEPT DURING THE TRANSITION PERIOD.

SUPERVISOR'S CHECKLIST-PLANNING SESSION:

- ☐ PLANNING SESSION COMPLETED (DEADLINE: 30 DAYS AFTER A NEW HIRE OR POSITION CHANGE, SUCH AS PROMOTION, TRANSFER, DETAILS, ETC. UNLESS APPOINTMENT IS BETWEEN APRIL 1 – JUNE 30, IN WHICH CASE, MAY BE DELAYED UNTIL NEW FISCAL YEAR GOALS ARE RECEIVED AND MAY BE COMPLETED AT THE SAME TIME AS ALL OTHER EMPLOYEES; FOR EXISTING EMPLOYEES, THE DEADLINE IS JULY 30.) USE THE LIGHTLY SHADED AREAS ENTITLED "PERFORMANCE EXPECTATIONS" UNDER EACH FACTOR TO LIST THIS YEAR'S EXPECTATIONS FOR THE EMPLOYEE'S PERFORMANCE. TELL EMPLOYEE WHICH FACTORS S/HE WILL BE RATED ON; EACH OF THOSE FACTORS **MUST** HAVE AN "X" IN THE "IF FACTOR APPLIES TO THIS JOB BOX, MARK AN "X" HERE" BOX.
- ☐ PERFORMANCE EXPECTATIONS WERE REVIEWED AND APPROVED (SIGNATURE AFFIXED) BY DOTD REVIEWER PRIOR TO DISCUSSION WITH THE EMPLOYEE.
- ☐ SIGN THE "PERFORMANCE PLANNING SESSION" BOX AND HAVE THE EMPLOYEE SIGN IT. THE EMPLOYEE **MUST** BE GIVEN A COPY OF THE COMPLETED AND SIGNED PLANNING FORM. **IF EMPLOYEE REFUSES TO SIGN, MAKE A NOTE OF THAT ON THE FORM AND PROCEED AS USUAL.**
- ☐ PLANNING DOCUMENT UPDATE—IF THE PLANNING DOCUMENT IS UPDATED DURING THE CURRENT RATING PERIOD, **BOTH** THE SUPERVISOR AND THE EMPLOYEE **MUST** INITIAL AND DATE THE CHANGES. THE EMPLOYEE **MUST** BE GIVEN A COPY OF THE CHANGES TO THE DOCUMENT.

RATING SESSION: ALL CLASSIFIED EMPLOYEES MUST HAVE AN ANNUAL RATING AND REVIEW SESSION DURING WHICH THEY WILL BE INFORMED OF THE RATING THEY HAVE EARNED FOR EACH FACTOR.

SUPERVISOR'S CHECKLIST-RATING SESSION:

- ☐ FOR EXISTING EMPLOYEES, THE RATING AND REVIEW SESSION **MUST** TAKE PLACE **NO SOONER THAN MAY 1 AND NO LATER THAN JUNE 30**. THERE ARE **NO EXCEPTIONS** OR EXTENSIONS ALLOWED.
- ☐ FOR NEW EMPLOYEES, THE RATING AND REVIEW SESSION MUST TAKE PLACE NO LATER THAN THE FOLLOWING JUNE 30, UNLESS NEW APPOINTMENT IS DURING APRIL 1-JUNE 30, THEN BY NO LATER THAN JUNE 30 OF THE NEXT CALENDAR YEAR.
- ☐ USE THE AREAS ENTITLED "PERFORMANCE COMMENTS" TO MAKE YOUR PERFORMANCE COMMENTS ABOUT THE EMPLOYEE.
- ☐ FOR EACH FACTOR MARKED WITH AN X, SELECT A RATING USING THE SCALE BELOW.
- ☐ AT THE BOTTOM OF EACH PAGE, TOTAL THE RATINGS ON THAT PAGE. ADD ALL OF THE TOTALS TOGETHER AND ENTER THE GRAND TOTAL IN THE CALCULATION SECTION ON PAGE 9.
- ☐ TRANSFER THE FINAL, OVERALL SCORE TO PAGE 1 AND COMPLETE THE SECTION ENTITLED "FINAL SESSION – OVERALL RATING AND REVIEW."
- ☐ RATING REVIEWED AND SIGNED BY DOTD REVIEWER FOLLOWING APPROVAL FROM REQUIRED LEVELS AND PRIOR TO DISCUSSION WITH THE EMPLOYEE.
- ☐ SIGN AND DATE THE "FINAL SESSION OVERALL RATING & REVIEW" BOX AND HAVE THE EMPLOYEE SIGN IT. BE SURE TO GIVE THE EMPLOYEE A COPY OF THE COMPLETED FORM. THE COPY **MUST** BE RECEIVED BY THE EMPLOYEE AS SOON AFTER THE RATING AND REVIEW SESSION AS POSSIBLE, **WITHIN** THE 60-DAY TIME FRAME. **IF THE EMPLOYEES REFUSES TO SIGN, MAKE A NOTE OF THAT ON THE FORM AND PROCEED AS USUAL.**
- ☐ IF THE EMPLOYEE RECEIVED AN OFFICIAL RATING OF "UN-RATED", HE/SHE MUST RECEIVE A PPR FORM WITH "UN-RATED" INDICATED ON THE FORM. THE "UN-RATED" REASON MUST BE CHECKED. IF THE EMPLOYEE'S ORIGINAL RATING IS CHANGED TO "UN-RATED" BECAUSE IT IS FOUND TO BE NON-COMPLIANT, THE ORIGINAL RATING MUST BE CROSSED OUT, "UN-RATED" SHALL BE CHECKED, AND THE REASON INDICATED. THE DATE THAT IT WAS CHANGED TO "UNRATED" MUST BE PROVIDED. THE DOTD REVIEWER, RATING SUPERVISOR AND THE EMPLOYEE MUST INITIAL THE FORM. THE EMPLOYEE MUST BE GIVEN OR MAILED A COPY OF THIS FORM WITHIN THE 60-DAY WINDOW FOR RATING.
- ☐ SEND THE **ORIGINAL** DOCUMENT TO DOTD'S HEADQUARTERS HUMAN RESOURCES OFFICE. KEEP A **COPY FOR YOUR FILES**.

RE-RATING SESSION: ALL CLASSIFIED EMPLOYEES RECEIVING AN OVERALL "NEEDS IMPROVEMENT" OR "POOR" **MUST BE RE-RATED**. THE EMPLOYEE CAN BE RE-RATED AS EARLY AS OCTOBER 31 OR AS LATE AS DECEMBER 30. FOLLOW THE INSTRUCTIONS/CHECKLIST PROVIDED FOR RATINGS TO CONDUCT THE RE-RATING.

REVIEW BY DESIGNATED REVIEWER: IF AN EMPLOYEE IS IN DISAGREEMENT WITH THE OFFICIAL (OVERALL) PPR RATING OR RE-RATING HE/SHE CAN REQUEST A REVIEW NO LATER THAN JULY 15 FOR A RATING OR NO LATER THAN JANUARY 14 FOR A RE-RATING. IF THE REQUEST COMPLIES WITH CIVIL SERVICE RULE 10.13, THE DESIGNATED REVIEWER MUST CONDUCT A REVIEW ACCORDING TO CIVIL SERVICE RULES AND THE AGENCY POLICY. THE DESIGNATED REVIEWER SHOULD THEN READ AND FOLLOW THE INSTRUCTIONS ON PAGE 10. A COPY OF THE AMENDED FORM SHOULD BE GIVEN TO THE EMPLOYEE, RATING SUPERVISOR, DOTD REVIEWER, AND DESIGNATED REVIEWER. THE ORIGINAL IS SENT TO DOTD'S HEADQUARTERS HUMAN RESOURCES OFFICE.

DEFINITIONS OF RATINGS TO BE USED IN EVALUATING INDIVIDUAL PERFORMANCE FACTORS

5 - OUTSTANDING	EXCEEDS REQUIREMENTS CONSISTENTLY AND/OR BY A WIDE MARGIN; NEARLY IDEAL.
4 - EXCEEDS REQUIREMENTS	CONSISTENTLY MEETS AND SOMETIMES EXCEEDS REQUIREMENTS; VERY WELL DONE.
3 - MEETS REQUIREMENTS	NORMALLY MEETS REQUIREMENTS; GENERALLY WELL DONE, HAS PERFORMED AS EXPECTED.
2 - NEEDS IMPROVEMENT	FAILS TO MEET REQUIREMENTS; HAS NOT PERFORMED AS EXPECTED, IMPROVEMENT IS NEEDED.
1 - POOR	FAILS TO MEET REQUIREMENTS CONSISTENTLY AND/OR BY A WIDE MARGIN.

Employee Name _____

State Employees PERFORMANCE PLANNING AND REVIEW (PPR) Form
Employee Information

Employee _____

Employee ID _____

Agency Name: _____

Job Title: _____

Section: _____

Does this employee supervise ☐ Yes ☐

PLANNING/RATING

(All lightly shaded portions of the form are to be used for documentation of planning session)

<input type="checkbox"/> PLANNING	<input type="checkbox"/> First (at hire) or <input type="checkbox"/> Annual planning	<input type="checkbox"/> Update on:
on _____	Date _____	Date _____

RATING SESSION – REASON:

- ☐ **FIRST RATING** (no later than the following June 30, unless date of new appointment is effective during April 1 – June 30, then no later than June 30 of the next calendar year)
- ☐ **ANNUAL RATING** – (no earlier than May 1 and no later than June 30)
- ☐ **RE RATING** (no earlier than October 31 and no later than December 30)
- ☐ **OTHER** (unofficial or informal review)
- ☐ **REVIEW BY AGENCY REVIEWER** (In response to employee request for review – please read and complete Page 10 of this form)

PERFORMANCE RATING PERIOD:

FROM DATE **TO DATE**

07/01/	06/30/

FINAL SESSION – OVERALL RATING AND REVIEW

1. Enter the final numeric score from Page 9 of this form:

FINAL SCORE:

2. Place a check mark in the box next to the rating that corresponds to the employee's final score.

☐ **Poor** ☐ **Needs Improvement** ☐ **Meets Requirements** ☐ **Exceeds Requirements**

☐ **Unrated** (If the rating is not compliant, change the rating here and have the rating supervisor, the employee and the DOTD Reviewer initial the form below)

REASON FOR ☐ **Untimeliness** ☐ **Never rendered** ☐ **No signature(s)** ☐ **Copies not given**

(Check one)

Date Changed: _____

Rating Supervisor's Initials

Employee's Initials

REQUIRED SIGNATURES

DOTD REVIEWER STATEMENT: I have reviewed and agree with this rating.

Signature: _____

Date: _____

Comments:

EMPLOYEE'S STATEMENT: I have had this evaluation discussed with me and have a copy of it. I understand that my signature does not imply agreement with the rating. I may note my disagreements below and/or seek a review of this rating from the officially designated Reviewer in accordance with Chapter 10 of the Civil Service Rules. I have until July 15 (for review of a rating) or until January 14 (for a review of a re-rating). I can refer to Chapter 10 and PPM No. 55 for more information.

Signature: _____

Date: _____

Comments:

RATING SUPERVISOR'S STATEMENT: I have personally prepared this rating and discussed the rating with the employee. I have provided documentation to support any factor rated "Needs Improvement" or "Poor".

Signature: _____

Date: _____

Print Name: _____

Rating Supervisor ID #: _____

Comments:

If employee did not sign above,

please indicate the date the employee was GIVEN or MAILED (circle one) a copy of rating:

Date: _____

If applicable, I recommend this employee for: **MERIT INCREASE:** ☐ Yes ☐ No

Employee Name _____

REQUIRED PERFORMANCE FACTORS

Factors 1 through 6 must be completed for ALL employees
(Refer to DEFINITIONS OF RATINGS provided on instructions cover sheet.)

1. WORK PRODUCT – THE QUALITY AND QUANTITY OF WORK PRODUCED BY THE EMPLOYEE.

PERFORMANCE EXPECTATIONS:	Applies to job →	X
es of performance comments for different rating levels: Uses experience and training to achieve exceptional results; produces work that is thorough; pays attention to detail; work is accurate and neat; demonstrates understanding of how his/her work contributes to overall success; completes full amount of work on time. Fails to achieve desired results; has to redo work; works too slowly; wastes time while at work.		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

2. DEPENDABILITY – BEING WHERE S/HE SHOULD BE AND DOING WHAT S/HE IS SUPPOSED TO DO.

PERFORMANCE EXPECTATIONS:	Applies to job →	X
es of performance comments for different rating levels: Can be counted on to take care of work-related commitments; gives extra effort when needed; can be counted on to do what is expected even when not being watched; reports on time, as scheduled; makes sure duties are covered when absent. Misses deadlines; spends too much time on personal phone calls; forgets meetings or other responsibilities; creates a problem with tardiness; asks to take leave when he/she will be needed at work or with little or no advanced notice.		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

ADD ALL RATINGS ON THIS PAGE AND ENTER TOTAL IN THE BOX AT RIGHT →	
---	--

Employee Name _____

3. COOPERATIVENESS – WORKING WITH PEOPLE.

PERFORMANCE EXPECTATIONS:	Applies to job →	X
<p>Examples of performance comments for different rating levels:</p> <p>Offers help to co-workers when needed or when his/her own work is done; works well as part of a team; follows instructions without unreasonable complaining or arguing; participates openly in investigations when required.</p> <p>Gets involved in workplace gossip or unproductive conflict with others; fights with others; is abrupt or rude with co-workers or supervisors; ignores or puts down other people's ideas and/or contributions.</p>		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

4. ADAPTABILITY – ADJUSTING TO CHANGE.

PERFORMANCE EXPECTATIONS:	Applies to job →	X
<p>Examples of performance comments for different rating levels:</p> <p>Accepts and applies constructive criticism; changes routines to meet new needs, changing conditions, or unexpected problems; looks for ways to learn new job skills.</p> <p>Complains excessively about or resists changes; does not demonstrate effort or ability to learn about changes in technology, job responsibilities, work priorities or work methods.</p>		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

ADD ALL RATINGS ON THIS PAGE AND ENTER TOTAL IN THE BOX AT RIGHT →

Employee Name _____

5. COMMUNICATION – GIVING AND RECEIVING INFORMATION.

PERFORMANCE EXPECTATIONS:	Applies to job →	X
Examples of performance comments for different rating levels: Listens carefully and asks questions when needed; shows that he/she understands important concepts and documents; communicates clearly when speaking or writing; delivers accurate messages in a timely fashion; makes excellent oral presentations; uses appropriate communication tools for the situation; calls meetings as needed. Withholds information; gives incomplete information; uses incorrect grammar, punctuation or spelling when accuracy is important; does not listen; uses meeting time poorly.		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

6. DAILY DECISION-MAKING/PROBLEM-SOLVING – THINKING ON THE JOB.

PERFORMANCE EXPECTATIONS:	Applies to job →	X
Examples of performance comments for different rating levels: Uses good judgment about what should be done and when it should be done; solves problems independently but seeks help from the right sources when that is appropriate; acts promptly to resolve or report rule violations or threats to workplace safety and security; looks for better ways of doing things if appropriate; considers ideas from various sources and chooses the one best solution. Needs help or direction from his/her supervisor for routine, basic tasks; fails to make decisions within the appropriate time frame; makes decisions without needed analysis.		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

ADD ALL RATINGS ON THIS PAGE AND ENTER TOTAL IN THE BOX AT RIGHT →	
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ADDITIONAL PERFORMANCE FACTORS: MAY OR MAY NOT APPLY TO ALL JOBS

Put an 'X' in the box on the far right if the performance factor applies to this employee's job.
(Refer to DEFINITIONS OF RATINGS provided on instructions cover sheet.)

7. SERVICE TO CLIENT/PUBLIC – PROVIDING EFFECTIVE AND COURTEOUS SERVICE

PERFORMANCE EXPECTATIONS:

If factor applies to this job, mark an X here →

Examples of performance comments for different rating levels:

Shows courtesy to all; listens carefully to clients to understand their individual needs; identifies needs of clients correctly; gets appropriate help for a client both within and outside his or her own work area; follows up to be sure client's needs are met.

Must be prodded or contacted more than once by the client before he/she delivers services or products; provides inaccurate information; does not give clients enough information

PERFORMANCE COMMENTS:

MARK AN "X" BESIDE THE RATING →

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐**8. USE OF EQUIPMENT AND MATERIALS – CARING FOR AND USING THE STATE'S PROPERTY AND SUPPLIES.**

PERFORMANCE EXPECTATIONS:

If factor applies to this job, mark an X here →

Examples of performance comments for different rating levels:

Uses equipment and materials safely and for their intended purpose; makes sure that equipment is kept in good repair and gets regular maintenance.

Wastes or misuses materials; handles hazardous materials without observing safety regulations; damages equipment; fails to return materials to appropriate place in good condition.

PERFORMANCE COMMENTS:

MARK AN "X" BESIDE THE RATING →

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐**9. PROJECT PLANNING AND IMPLEMENTATION – CREATING AND SUCCESSFULLY FOLLOWING THROUGH WITH PROJECTS (SUCH AS SPECIAL GOALS, ACTIVITIES, OR LARGE ASSIGNMENTS.)**

PERFORMANCE EXPECTATIONS:

If factor applies to this job, mark an X here →

Examples of performance comments for different rating levels:

Anticipates long-range challenges and opportunities; sets specific goals and priorities; designs realistic work methods and timetables for achieving project goals; keeps track of progress toward goals and adapts as needed.

Completes long-range projects late or over budget; fails to complete projects; creates crisis due to poor planning; procrastinates.

PERFORMANCE COMMENTS:

MARK AN "X" BESIDE THE RATING →

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐**ADD ALL RATINGS ON THIS PAGE AND ENTER TOTAL IN THE BOX AT RIGHT →**

Employee Name _____

FACTORS MANDATORY FOR SUPERVISORS

Factors 10 and 11 may be used for non-supervisory employees.

Put an "X" in the box on the far right if the performance factor applies to this employee's job.

10. WORK GROUP MANAGEMENT AND LEADERSHIP – DIRECTING THE ACTIVITY OF SUBORDINATES.

PERFORMANCE EXPECTATIONS:	If factor applies to job, mark an "X" here →	
Examples of performance comments for different rating levels: Higher: Plans and assigns work effectively and fairly; sets realistic but challenging work goals; gives subordinates the resources guidance and training opportunities needed to perform at their best; achieves results through the high quality and quantity of work group's efforts; leads a work group that contributes to the achievement of organizational goals; recommends corrective action and/or discipline when appropriate. Lower: Shows favoritism; gives rewards and punishment inconsistently; delays or neglects corrective action especially in cases of discipline problems; leads a work group that gets a lot of complaints.		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

11. PERFORMANCE PLANNING AND REVIEW – COUNSELING AND RATING.

PERFORMANCE EXPECTATIONS:	If factor applies to job, mark an "X" here →	
Examples of performance comments for different rating levels: Higher: Communicates performance expectations clearly; conducts thorough and timely performance planning sessions with subordinates; documents subordinates' job performance and provides helpful feedback throughout the performance period; avoids rating errors and biases. Lower: Misses deadlines for performance planning session or submitting performance rating forms to the Human Resource office; sets easier expectations for people he/she likes; allows personal feelings toward employee to affect level of rating selected; neglects performance log throughout the year.		
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

ADD ALL RATINGS ON THIS PAGE AND ENTER TOTAL IN THE BOX AT RIGHT →

Employee Name _____

ADDITIONAL PERFORMANCE FACTORS: MAY OR MAY NOT APPLY TO ALL JOBS

Put an 'X' in the box on the far right if the performance factor applies to this employee's job.
(Refer to DEFINITIONS OF RATINGS provided on instructions cover sheet.)

12. FACTOR

PERFORMANCE EXPECTATIONS:	If factor applies to job, mark an "X" here →	
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

13. FACTOR

PERFORMANCE EXPECTATIONS:	If factor applies to job, mark an "X" here →	
PERFORMANCE COMMENTS:	MARK AN "X" BESIDE THE RATING →	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

ADD ALL RATINGS ON THIS PAGE AND ENTER TOTAL IN THE BOX AT RIGHT →	
--	--

PERFORMANCE PLANNING SESSION - SIGNATURES

TO COMPLETE THE PLANNING SESSION, THE RATING SUPERVISOR, THE DOTD REVIEWER AND EMPLOYEE MUST SIGN HERE. All factors to be used in the employee's rating must be marked with an "X".

I have reviewed all planning comments on the preceding pages and agree with them.

DOTD Reviewer's Signature

Date

I have discussed with this employee the factors upon which he/she will be rated and the performance expectations for him/her during the upcoming rating period.

Rating Supervisor's Signature

Date

My rating supervisor has discussed with me the factors upon which I will be rated and the performance expectations for the upcoming rating period.

Employee's Signature

Date

Employee Name _____

SUPPLEMENTAL PAGE

This page should be used to provide any necessary additional information and/or to extend the "Performance Comments" for any of the factors rated in this evaluation.

Employee Name _____

TO CALCULATE THE FINAL, OVERALL RATING:

1. Count the total number of boxes marked with an "X" This is the Total Factors.	Total Factors = (A)										
2. Add the rating totals from the bottom of each page. This is the Total Rating	Total Rating = (B)										
3. Divide Total Rating (B) by Total Factors (A). (B) / (A)	$\frac{\text{Total Rating (B)}}{\text{Total Factors (A)}} =$										
4. Final Score = Round line 3 to two decimal places.	Final Score										
Circle the overall rating that corresponds to the employee's Final Score.	<table><tr><td>4.50 - 5.00</td><td>→ Outstanding</td></tr><tr><td>3.50 - 4.49</td><td>→ Exceeds Requirements</td></tr><tr><td>2.50 - 3.49</td><td>→ Meets Requirements</td></tr><tr><td>1.50 - 2.49</td><td>→ Needs Improvement</td></tr><tr><td>1.00 - 1.49</td><td>→ Poor</td></tr></table>	4.50 - 5.00	→ Outstanding	3.50 - 4.49	→ Exceeds Requirements	2.50 - 3.49	→ Meets Requirements	1.50 - 2.49	→ Needs Improvement	1.00 - 1.49	→ Poor
4.50 - 5.00	→ Outstanding										
3.50 - 4.49	→ Exceeds Requirements										
2.50 - 3.49	→ Meets Requirements										
1.50 - 2.49	→ Needs Improvement										
1.00 - 1.49	→ Poor										

RETURN TO PAGE ONE TO COMPLETE THE FINAL SESSION – OVERALL RATING AND REVIEW SECTION

Employee Name _____

OFFICIAL REVIEW BY DESIGNATED REVIEWER AT EMPLOYEE REQUEST

THIS FORM SHOULD ALSO BE USED TO DOCUMENT A REVIEW BY THE DESIGNATED REVIEWER, AT THE EMPLOYEE'S REQUEST IN ACCORDANCE WITH APPLICABLE RULES AND POLICIES. AFTER CONDUCTING THE REVIEW WE RECOMMEND THE DESIGNATED REVIEWER PREPARE A MEMO OR LETTER TO THE EMPLOYEE STATING THE REVIEW DECISION AND EXPLAINING THE REASONS FOR THE DECISIONS MADE, IF THE AGENCY HAS NO STANDARD FORM FOR SUCH PURPOSE. WE RECOMMEND THIS DOCUMENT INCLUDE STATEMENTS THAT VERIFY ALL REQUIREMENTS OF APPLICABLE RULES AND POLICIES WERE MET—SUCH AS GIVING THE DATES THE RATING WAS DISCUSSED WITH THE EMPLOYEE AND WITH THE RATING SUPERVISOR, ETC. AFTER DOING SO, THE DESIGNATED REVIEWER SHOULD COMPLETE THE FORM AS FOLLOWS:

DESIGNATED REVIEWER'S CHECKLIST:

☐ ON ANY INDIVIDUAL CONTESTED FACTOR RATING(S) BEING CHANGED, CROSS OUT (X) THE ORIGINAL FACTOR RATING, CIRCLE THE NEW RATING, AND INITIAL AND DATE NEXT TO THE NEWLY CIRCLED RATING.

☐ ON ANY INDIVIDUAL CONTESTED FACTOR RATING(S) NOT BEING CHANGED, INITIAL AND DATE NEXT TO THE ORIGINAL FACTOR RATING(S).

☐ DOCUMENT THE DECISIONS BY: (1) WRITING IN THE "PERFORMANCE COMMENTS" SECTION OF ALL CONTESTED FACTOR RATINGS (OR ON A SEPARATE SHEET OF PAPER) STATEMENTS THAT SUPPORT THE CHANGE AND/OR AFFIRMING THE ORIGINAL RATING OR (2) ATTACHING TO THE PPR FORM, A COPY OF THE INTERNAL AGENCY DOCUMENT (LETTER/MEMORANDUM) USED TO RECORD/DOCUMENT THE REVIEWER'S DECISION. ANY DOCUMENTATION THE DESIGNATED REVIEWER WISHES TO INCLUDE MAY ALSO BE ATTACHED.

☐ CALCULATE ANY CHANGES TO THE RATING(S) IN THE CALCULATION SECTION ON PAGE 8. CROSS-OUT ORIGINAL RATING(S) NEW RATING ABOVE, INITIAL AND DATE.

☐ LINE OUT (---) THE ORIGINAL FINAL SCORE ON PAGE 9. WRITE IN THE NEW SCORE ABOVE, INITIAL AND DATE. IF THE OVERALL RATING HAS CHANGED, CROSS OUT (X) THE ORIGINAL OVERALL RATING AND CIRCLE, INITIAL AND DATE THE NEW RATING.

☐ RETURN TO PAGE 1 OF THIS FORM. CHECK "REVIEW BY AGENCY DESIGNATED REVIEWER." PROVIDE DATES, WHICH SHOULD BE THE SAME AS FOR THE RATING BEING REVIEWED. IN "FINAL REVIEW SESSION-RATING REVIEW" BLOCK, MAKE ANY CHANGES TO FINAL SCORE AND OVERALL RATING BY CROSSING OUT (X) AND WRITING IN NEW SCORE AND CIRCLING NEW RATING, INITIALING AND DATING BY EACH. IF NO CHANGE, INITIAL AND DATE BY EACH.

IN THE BLOCK "REVIEW BY DESIGNATED REVIEWER AT EMPLOYEE REQUEST" BELOW HAVE EMPLOYEE AND RATING SUPERVISOR SIGN AND DATE FORM, ALONG WITH YOUR (THE DESIGNATED REVIEWER'S) SIGNATURE AFTER NOTIFICATION HAS BEEN MADE IN ACCORDANCE WITH C.S. RULES.

REVIEW BY DESIGNATED REVIEWER AT EMPLOYEE REQUEST-SIGNATURES

THIS SECTION SHOULD BE COMPLETED AFTER THE AGENCY DESIGNATED REVIEWER HAS CONDUCTED A REVIEW IN RESPONSE TO AN EMPLOYEE'S TIMELY REQUEST IN ACCORDANCE WITH APPLICABLE RULES AND POLICIES.

My Designated Reviewer has discussed the contested rating(s) with me and I have been notified, in writing, of the results of the Review. I understand I have the right to have my PPR file reviewed by the Director of Civil Service, or the Director's designee, in accordance with Civil Service Rule 10.14.

Employee's Signature

Date

The Designated Reviewer has discussed the employee's contested rating(s) with the Rating Supervisor and the DOTD Reviewer and has notified both, in writing, of the results of the Review.

Rating Supervisor's Signature

Date

DOTD Reviewer's Signature

Date

I have discussed with the employee and the rating supervisor the contested rating(s) and have notified each of them, in writing, of the results of my Review. Any change to the employee's final score and overall rating as a result of this Review has been indicated on page 1 of the PPR Form. The supporting documentation for my Review, and any changes to individual factor ratings, have been noted on the PPR Form or attached to the form.

Designated Reviewer's Signature

Date

GRIEVANCES AND CIVIL SERVICE APPEALS

INTERNAL GRIEVANCE PROCEDURE

- The grievance procedure is open to all employees.
- Examples of grievance issues:
 - --denial of merit increase
 - --action against probationary employee
 - --change of duty station or hours
 - --internal policy problem (leave, promotional)
 - --working conditions
- There are 3 steps involved in the grievance procedure:
 1. Immediate Supervisor
 - a. The grievance must be filed within 7 working days of becoming aware of the incident.
 - b. The supervisor must respond in writing within 5 working days.
 2. Section Head/District Administrator
 - a. The employee must, if not satisfied with the decision rendered by the supervisor, submit the Step 2 grievance to the Section Head/District Administrator within 5 working days
 - b. A hearing is conducted within 5 working days.
 - c. The Section Head/District Administrator's decision must be rendered, in writing, within 5 working days.
 3. Secretary
 - a. The employee must, if not satisfied with the decision of the Section Head/District Administrator, within 5 working days of receipt of the decision, submit the Step 3 grievance to the Secretary.
 - b. A hearing is conducted by the Secretary, or his designated representative, within 10 working days.
 - c. The final decision is rendered within 10 working days of the hearing.
- Each step of the grievance procedure must be filed using the Department's grievance form (page 50).
- DOTD's grievance procedure is designed to handle those issues, which are not appealable to the Civil Service Commission.
- DOTD's grievance procedure is NOT to be used when an employee is dissatisfied with his Performance Review.
- Details on the Grievance Procedure are in PPM No. 34.

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
GRIEVANCE FORM

EMPLOYEE SECTION (check appropriate box)	(FOR HUMAN RESOURCES SECTION USE ONLY)
<input type="checkbox"/> STEP 1 – Date Submitted _____ (Must be filed with immediate supervisor within 7 working days.)	<input type="checkbox"/> STEP 1 – Response Date _____
<input type="checkbox"/> STEP 2 – Date Submitted _____ (Must be filed with Section Head/District Administrator within 5 working days after receipt of Step 1 answer.)	<input type="checkbox"/> STEP 2 – Response Date _____
<input type="checkbox"/> STEP 3 – Date Submitted _____ (Must be filed with DOTD within 5 working days after receipt of Step 2 answer.)	<input type="checkbox"/> STEP 3 – Response Date _____

EMPLOYEE NAME: _____ SS#: _____
SECTION/DISTRICT: _____ GANG: _____ WORK LOCATION: _____
PRESENT CIVIL SERVICE JOB TITLE: _____
NAME/TITLE OF IMMEDIATE SUPERVISOR: _____

STATEMENT OF GRIEVANCE

REMEDY REQUESTED

SIGNATURE

COPIES TO:
UNION REPRESENTATIVE (IF APPLICABLE)
SECTION HEAD OR DISTRICT ADMINISTRATOR
HUMAN RESOURCES SECTION (HEADQUARTERS, ROOM 300Q)

APPEALS TO THE CIVIL SERVICE COMMISSION

The right to appeal is open to all permanent employees. Probationary employees may file an appeal only if discrimination is being alleged. Discrimination complaints may also be filed in accordance with DOTD's Anti-Harassment complaint procedure. (See PPM 13)

Appeals to the Civil Service Commission must be filed within 30 days of the incident.

Permanent employees may appeal:

1. Disciplinary actions
2. Violations of Civil Service Rules
3. Discrimination

For more information on appeals, refer to Chapter 13 of the Civil Service Rules (<http://www.dscs.state.la.us>). You can also obtain a copy of Chapter 13 from your Section Head/District Administrator or the Human Resources Section.

ANTI-HARASSMENT POLICY

PPM 13, The Anti-Harassment Policy and Complaint Procedure, prohibits discrimination, harassment, including sexual harassment, and retaliation against anyone who files a discrimination or harassment complaint.

The Workplace Harassment Complaint Procedure is available to all employees. An employee may file a complaint if he/she believes he/she has been discriminated against on the basis of any of the following:

Race	Age
Sex	Retaliation
Religion	National Origin
Color	Disability

Complaints may be made verbally or in writing to a supervisor, manager, or appointing authority or to the Employee Relations Manager at Headquarters HR, (225) 379-1239. The Harassment Report Form attached to PPM No. 13, may be utilized for this purpose.

An impartial investigation will be promptly conducted for complaints. If the investigation confirms violations of the Workplace Harassment Policy, remedial action, which may include disciplinary action up to termination, will be taken.

The employee may also file his/her complaint of discrimination simultaneously with the Equal Employment Opportunity Commission within 300 days, Louisiana Civil Service Commission within 30 calendar days, or any other outside party. Employees are advised that this procedure does not extend the expiration of any time limitations for filing with outside parties. Should the complaint be resolved with the Department's Discrimination Complaint Procedure, the employee has the right to withdraw any complaint filed with the outside parties. The addresses for these organizations are:

EEOC
New Orleans District Office
1555 Poydras Street
Suite 1900
New Orleans, LA 70112

Louisiana Dept of State Civil Service
Appeals Division
P O Box 94111
Baton Rouge, LA 70804-9111

BEHAVIOR WHICH MAY CONSTITUTE SEXUAL HARASSMENT

CATEGORY	EXAMPLES
Sexual Comments	Jokes or remarks that are stereotypical or derogatory to members of the opposite sex or same sex; repeated comments about a person's anatomy; sexual innuendo.
Undue Attention	Flirtation; being overly helpful or too personal - but short of sexual inquires.
Verbal Sexual Advances	General verbal expressions of sexual interest; inquires of sexual values of behaviors – but short of a proposition
Visual Sexual Displays	Unwanted display of pornographic pictures, posters, cartoons, or other materials.
Body Language	Leering at one's body; standing too close.
Physical Advances	Kissing, hugging, patting, pinching, fondling, provocative touching
Sexual Bribery	Exploit sexual propositions which include or strongly imply promises of rewards for complying – higher grades, better recommendations; and/or threats of punishment for refusing – lower grades, poorer recommendations

WORKPLACE VIOLENCE

The State of Louisiana is committed to a violence free workplace for state employees. DOTD fully supports this effort and has implemented a “zero tolerance” for threats or acts of violence in the workplace. The Violence in the Workplace Policy (PPM 53) bans firearms and dangerous weapons from the workplace. Employees are required to report any acts or threats of violence to their immediate supervisor or the nearest member of management. Training in this area is required of employees every three years.

Should an employee witness an imminent or actual act of serious violence, he/she should first contact emergency services or local law enforcement authorities. There will be no retaliation against an employee for reporting threats or acts of violence. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. (Workplace Violence Incident Statement in PPM 53)

SUBSTANCE ABUSE

Another area where the DOTD adopts a "zero tolerance" is Substance Abuse. All employees are required to pass a pre-employment drug test. Additionally, every employee is subject to post-accident testing, reasonable suspicion, return-to-duty and follow-up drug and alcohol tests.

Additionally, many employees are employed in safety-sensitive positions and are subject to random drug and alcohol testing. A list of the safety-sensitive positions is attached to PPM 21.

Mandatory training for supervisors includes recognizing the signs and symptoms of alcohol and drug use and abuse. Employees are also required to take mandatory training in this area every three years.

RETIREMENT

MEMBERSHIP

- * Persons employed by DOTD are members of the Louisiana State Employees' Retirement System (LASERS) provided they are under age 60 at the time of employment with the following exceptions:
 1. Persons employed on Restricted, Student, Job Appointment or Contractual basis (with the exception of Engineer-in-Training Applicants) must participate in the Social Security System.
 2. Persons aged 55 to 60 who have at least 40 quarters in the Social Security System have the option of joining FICA (Federal Insurance Contribution Act), the Louisiana State Employees' Retirement System or Louisiana Deferred Compensation (minimum 7.5% of gross salary).
 3. Persons who are 60 or older have the same option. However, they must work a minimum of 10 years to be entitled to a monthly retirement benefit.
- * Persons who have a minimum of 5 years credit in another Louisiana Public retirement system may remain a member of such system or join LASERS.

CONTRIBUTIONS

- * 7.5% of your gross salary is deducted through payroll deduction for retirement contributions. In July, 2006, this rate will increase to 8% for employees hired after on or after July 1, 2006. NOTE: The contributions for Bridge Police at the CCCD is 8.5% of their gross salary.
- * The rate contributed by DOTD is determined annually.
- * The Retirement System invests your contributions until you are eligible for retirement.

CANCELLATION OF MEMBERSHIP

Membership ceases when:

1. Upon separation, the employee withdraws his/her accumulated contributions
2. The employee retires or dies

PURCHASE OF “AIR TIME”

1. Must be member of LASERS system with 5 years of service credit.
2. May purchase up to a maximum of 5 years in one year increments.
3. A \$150 nonrefundable fee provides five actuarial cost calculations for the purchase of 1-5 years.
4. Service purchased is used for benefit computation purposes, not for retirement eligibility.
5. Invoice is valid for ninety (90) days.

TYPES OF RETIREMENT – for Employees Hired on or before June 30, 2006

1. Regular Retirement – eligibility based on length of service and age:
 - 30 years – at any age
 - 25 years – at age 55
 - 10 years – at age 60
 - 20 years – at any age (actuarially reduced)
2. Early Retirement—eligibility based on length of service and age:
 - 10 years—at age 50 (actuarially reduced)
 - 20 years – at any age (actuarially reduced)
3. Disability Retirement - An employee must provide proof that he/she has become physically or mentally disabled. Also, an employee must have 10 or more years of creditable service to apply.
4. DROP (Deferred Retirement Option Plan) – An employee who has attained eligibility for regular retirement may elect to participate in this program for up to 3 years. The employee continues to work and draw a salary, but he/she does not contribute to the system. The retirement system calculates the individual's retirement benefit based on his/her option selection and deposits the benefit into the individual's DROP account on a monthly basis. Upon termination of DROP participation, the individual may retire from state service and begin drawing his retirement benefit his retirement benefit. Additionally, the individual may begin to withdraw funds from his/her DROP account. However, following DROP participation, an individual also has the option of continuing employment as a contributing member of the system.
5. IBO (Initial benefit Option) – This option became available January 1, 1996. Only members who have not participated in DROP (Deferred Retirement Option Plan) may select this option. Disability retirees cannot select this option. A retiree may receive a lump sum amount at retirement in addition to a reduced monthly retirement benefit. The reduction depends on the age of the retiree at retirement and on the lump sum received initially.

TYPES OF RETIREMENT – for Employees Hired on or after July 1, 2006

Employees hired on or after July 1, 2006, must have reached age 60 and have 10 years of service in order to retire. Furthermore, these employees will not be able to participate in DROP or IBO. There is a provision for Disability Retirement.

SURVIVOR BENEFITS

Benefits are paid to survivors of an active employee, and depending upon the option selected by an employee at the time of retirement, survivors of a retired employee. An employee becomes vested for Survivor Benefits:

1. After 5 years service credit with minor children;
2. After 10 years service credit with a surviving spouse.

REFUNDS AND PURCHASES

An employee who resigns may get a refund of his/her accumulated contributions by completing a 2-1 ER (Refund of Accumulated Contribution Form). This processing of a 2-1 ER takes approximately 8 weeks.

1. prior credit canceled upon refund of contributions;
2. appointments worked such as: job, emergency and restricted (not to exceed 2 years); or
3. full time service not previously credited;
4. military service credit;
5. LWOP (2 weeks +)
6. service earned as a teacher in a Louisiana nonpublic school.

TRANSFERS OF CREDIT

If an employee has service credit in 2 or more State, municipal or parochial retirement systems, the employee may apply to combine the various service credits for regular retirement, disability retirement, and survivor benefit eligibility purposes.

Additional information regarding transfers of service credit should be referred to the Human Resources Section.

INSURANCE

The Insurance Unit for Baton Rouge Headquarters employees is located on the Second Floor (East Wing) and the phone numbers are (225) 379-1639, (225) 379-1640, (225) 379-1641, and (225) 379-1692. District employees that have questions about insurance should contact their District Human Resources Office.

HEALTH INSURANCE

Employees of the State of Louisiana are eligible to participate in one of several health coverage plans, including the Office of Group Benefits Program or a HMO (Health Maintenance Organization) program.

OFFICE OF GROUP BENEFITS:

- Employees must sign up within the first 30 days of employment.
- New employees with a hire date on or after, July 1, 2001, will have to serve a six month/one year pre-existing condition clause. It is waived if the employee has portability rights under federal laws.
- Employees who decide to apply for coverage after the first 30 days of employment, must provide evidence of good health for themselves and their dependents at their own expense. Also, they are subject to a “Pre-Existing Condition” until the covered person has participated in the Plan for 12 consecutive months.
- A Pre-Existing Condition is a physical injury or sickness for which the person received treatment or prescribed drugs during the 12 consecutive month period immediately preceding the effective date of their coverage. Pregnancy is no longer considered pre-existing.
- No benefits will be paid for a “Pre-Existing condition” until the covered person has participated in the Plan for 12 consecutive months.
- The Portability Act, Act 663 of 1993, allows an employee to enroll as a late applicant without “pre-existing condition” if the employee has been covered under a group policy with continuous coverage for 18 months and is effective with Group Benefits within 63 days of termination of prior policy. If an employee meets all conditions but has other coverage less than 12 months, he/she will have a “pre-existing condition” limitation for the period of time he/she was not covered up to 12 months.
- Persons who are employed on the first day of the month and who sign up within the same month, will be covered the first of the following month.
- Persons who are employed on any date following the first day of the month, will not be covered for the following month but on the first day of the third month.
- The State pays a portion of the premium.
- If the employee uses a preferred provider (PPO), reimbursement is at 90% once the deductibles are met. There are no deductibles with an HMO and program pays 100% after co-pays. EPOs pay 100% after deductibles and co-pays are met.

- If a preferred provider is not used, participant must submit a claim form to the Office of Group Benefits Program in order to be reimbursed for covered expenditures.
- Claims must be received by 4:30 p.m., close of business, on June 30, following the end of the calendar year in which the medical expenses were incurred.

HEALTH MAINTENANCE ORGANIZATION (HMO)

- HMO's are an alternative to group benefits in certain areas of the state.
- The state pays a portion of the premium.
- HMO participants do not file claim forms.
- Additional information on HMO's can be obtained by contacting either the Insurance Office or your District Human Resource Office.
- Enrollment and "portability" rules are the same as those listed for the Office of Group Benefits Program.

LIFE INSURANCE (There are 3 types.)

- Basic Coverage
- Basic Plus Supplemental
- Dependent Life

The state pays a portion of the premium, except for Dependent Life.

OTHER INSURANCE

- Accident, Cancer, Dental, Intensive Care and other life policies are available.
- The cost of these insurances is paid fully by the employee.
- None of the information discussed under the previous sections applies to these types of coverage.

LEAVE OF ABSENCE

- Should you go on FMLA-Qualifying Leave Without Pay, it is important that you contact the Insurance Office to make arrangements regarding the payment of your premiums.

FLEX BENEFITS PLAN

The Flex Plan is a traditional "cafeteria plan" authorized under Section 125 of the Internal Revenue Code. It gives you a way to take home more money in every paycheck! Your eligible insurance premiums and dependent care expenses are deducted from your gross salary first – before your taxes are deducted. Therefore, you pay less in taxes and your net paycheck increases. In addition, premium rates for eligible benefits are "locked in" and cannot be increased during the Flex Plan Year. Cafeteria Plan participants cannot make changes regarding tax deductible products except during the Open Enrollment period in April unless a legal status change occurs.

Active, full-time employees of the State of Louisiana who are members of a participating payroll system are eligible to enroll. This currently includes employees of any Uniform Payroll System Agency, The department of Transportation & Development, The Supreme court of Louisiana, and the Louisiana State Board of Wholesale Drug Distributors. *(There is a special requirement for employees working under job appointment. The appointment must begin on or before July 1 and continue through June 30.)*

WORKER'S COMPENSATION

- Worker's Compensation provides medical and income benefits if you are injured on the job.
- Injuries must be reported to your immediate supervisor as soon as possible. This is essential to start your benefits.
- Approved expenses for services provided by a physician, hospital, physical therapist, or for prescriptions and for travel to obtain these services will be paid by the Office of Risk Management, Division of Administration.
- In the event you are injured on-the-job, you must use your sick and/or annual leave. Since you cannot receive both a regular salary and Workers' Compensation benefits, the monies received from Workers' Compensation must be used to buy back some of your sick and annual leave.
- Additional information on Workers' Compensation can be obtained by contacting an adjuster at the Office of Risk Management at (225) 342-8521.
- Web address for the ORM: <http://www.state.la.us/orm>

HR WEB SITE AND MONTHLY NEWSLETTER

One of the best sources of information about your employment is the HR Web Site. You will find this Web Site on either the DOTD Intranet at <http://ladotdnet/> or on the DOTD internet site at <http://www.dotd.state.la.us/>. The most current PPMs—Policy and Procedure Memoranda—are posted on the web site.

The HR Web Site features a monthly newsletter that provides up-to-date information and a calendar of events. Also available on the site is information about benefits, job vacancies, commonly used forms, and a calendar of training. The electronic Employee Suggestion system is accessed through this web site.

EMPLOYEE ASSISTANCE PROGRAM

The Department recognizes that a wide range of problems such as marital or family distress, alcoholism, and drug abuse affect an employee's performance on the job. It is therefore in the interest of DOTD to provide an effective program to assist employees and their families in resolving problems such as these as the need arises.

The DOTD Employee Assistance Program (EAP) provides referral services to the appropriate source (s) for treatment. The EAP Coordinator will help the employee to evaluate his/her insurance coverage and financial resources as well as helping him/her choose the most appropriate treatment source, if treatment is required. All records of referrals and assistance provided will be confidential. Employees experiencing any of the problems listed on the following pages may contact the Employee Assistance Program Manager in the Human Resources Section at (225) 379-1241.

Common Employee Assistance Problems

Family

- Problems with children at school
- Family member upset
- Readjustment to changes in family structure
- Illness within the family
- Aging parents

Marital

- Communication Skills
- Divorce mediation
- Pre-marital counseling
- Resolving conflicts
- Marriage Enrichment

Legal

- Need for “specialty” lawyers
- Divorce lawyer with no money up front
- Problems with the law
- Service providers not honoring agreements
- Child support adjustments

Emotional

- Stress and anxiety problems
- Problem in relationships with others
- Depression and mood swings
- Need for emotional self-control
- Unresolved and unexpressed anger

Alcohol

- Drinking is affecting work performance
- Drinking is affecting personal life
- Drinking is affecting family life
- Drinking is affecting social life
- Mood swings when drinking

Drug Abuse

- Legal drug abuse/dependence
- Inability to sleep without drugs
- Marijuana abuse
- Taking illicit drug usage
- Poly-drug abuse

Physical

- Need for good family physician
- Good specialist
- Physician to help with pregnancy
- Female Physicians
- Alternate sources of treatment

Work-Related

- Interpersonal problems
- Job dissatisfaction
- Conflicts with supervisor

Financial

- Over-extended credit
- Set up budget
- Need financial planner
- Help in preparing taxes
- Problems in attaining a loan

Social Services

- Help in locating suitable housing
- Locating good, convenient day-care centers
- Advocacy when client is not being treated fairly
- Referral to specialized community resources
- Home health care

TRAINING AND DEVELOPMENT

It is the policy of DOTD to develop and maintain a top quality work force. Training is provided for all levels of employees with the opportunity for upward mobility through professional development activities. Training opportunities are regularly provided in the areas of management, supervision, professional and technical engineering, safety, environmental concerns, planning, and other specialized areas as requested.

- **Structured Training Program** – Most employees are required to participate in a structured training program to keep abreast of the latest advances and knowledge needed in the performance of their jobs. Employees should consult their supervisor for training requirements for their positions.
- **Technology Transfer and Training** – Through a combination of in-house training and partnering with outside resources, the training staff works closely with departmental management personnel as well as individual employees to pursue training in a continual and progressive fashion in order to qualify for future promotional opportunities. Information on available training courses may be obtained from the LTRC or district training staff or your immediate supervisor.
- **DOTD Leadership Institute** – The institute includes management and leadership training. It is recognized that professional/managerial positions in DOTD may vary in the scope, complexity, and technical skills required. The Leadership Institute is governed by PPM 59.
- **Safety Training**—Employees are required to participate in a number of safety-related training. This is coordinated by the Safety section that is part of DOTD's Operations Division.
- **Human Resources Training** – The Human Resources Section provides a variety of training classes for both supervisors and non-supervisors on topics that impact employment. These classes are announced as they are available. Some are mandatory and others are discretionary. They can be reviewed on the DOTD HR website at <http://ladotnet.dotd.state.la.us:8005>.

Refer to PPM 59 for a complete description of training and development activities at DOTD. Also refer to the web page for LTRC at <http://www.ltrc.lsu.edu/>.

LA DOTD FEDERAL CREDIT UNION

<http://www.ladotdfcu.org>

Basic Information:

- An employee does not have to be permanent to join.
- There is no waiting period to join.
- A deposit is required to open an account.
- Payroll deduction is available for numerous disbursements.
- Interest rates vary on different types of loans.
- Members retain full membership privileges even after leaving state service.
- All members of your family are eligible for full membership privileges.

Services:

- Savings and Checking Accounts
- Loans and Credit Cards
- Home and Car Loans
- On-line Banking
- Bill Pay
- e-Statements
- Credit Cards On-line
- Reorder Checks
- Business Services

LA DOTD FEDERAL CREDIT UNION

Locations

Baton Rouge

Headquarters Building—1st Floor

1201 Capitol Access Road
Baton Rouge, Louisiana 70821-2111

(225) 387-5646
Toll Free: 1-800-436-8328
FAX: (225) 379-1172
Loan FAX: (225) 379-1972

Office Hours

Monday – Thursday: 8:30 a.m. to 4:30 p.m.
Friday: 7:00 a.m. to 4:30 p.m. Room Number

LaDOTD FCU

1620 South Range Avenue
Denham Springs, LA 70726

(225) 665-3436
(800) 436-8328
FAX (225) 667-2057

Office Hours/Lobby:

Monday & Friday: 9:00 am to 6:00 pm
Tuesday – Thursday: 9:00 am to 5:00 pm
Saturday: 9:00 am to 1:00 pm

Drive Thru:

Monday: 9:00 am to 6:00 pm
Tuesday – Thursday: 9:00 am to 5:00 pm
Friday: 7:00 am to 6:00 pm
Saturday: 9:00 am to 1:00 pm

Alexandria (District 08)

District 08 LaDOTD FCU
3300 McArthur Drive
Alexandria, LA 71301
(800) 775-7771

Bridge City (District 02)

South Louisiana Highway FCU
1440 US 90n West
Bridge City, LA 70094
(504) 437-3146

LA DOTD FEDERAL CREDIT UNION

Locations (cont'd)

Chase
(District 58)

District 58 FCU
6217 Hwy 15
Chase, LA 71324
(318) 435-5154, Ext 146

Hammond
(District 62)

District 62 Highway FCU
685 N. Morrison
Hammond, LA 70401
(985) 375-0145

Lafayette
(District 03)

3rd District Highway Federal Credit Union
428-A Hugh Wallis Rd.
LAFAYETTE LA 70508
(337) 262-6145
(800) 256-1817 Ext. 145
Fax (337) 262-6144

Lake Charles
(District 07)

LaDOTD Credit Union
5827 Highway 90 East
Lake Charles, LA 70615

(337) 437-3994
(800) 274-0868
FAX: (337) 433-5180

Lobby & Drive Thru Hours:

Monday – Thursday: 7:45 am to 4:15 pm

Friday: 7:00 am to 5:00 pm

Monroe
(District 05)

Fifth District LaDOTD FCU
8010 Desiard
Monroe, LA 71203
(318) 343-2811

POPULAR WEB SITES

LA DOTD INTERNET	<u>http://www.dotd.louisiana.gov</u>
LA DOTD INTRANET	<u>http://ladotnet</u>
LA DOTD Human Resources Website	<u>http://ladotnet.dotd.state.la.us:8005/</u>
Department of Civil Service	<u>http://www.dscs.state.la.us</u>
Louisiana State Employee's Retirements System (LASERS)	<u>http://www.lasers.state.la.us</u>
State Group Benefits Program	<u>https://www.groupbenefits.org</u>
Deferred Compensation	<u>https://www.gwrs.com</u>
LTRC (Training Programs)	<u>http://ladotd/lead</u>
State of Louisiana	<u>http://www.louisiana.gov</u>
CPTP (Training Program)	<u>http://www.doa.louisiana.gov/cptp</u>
Office of Risk Management	<u>http://www.doa.louisiana.gov/orm</u>
LaDOTD Credit Unions	<u>http://www.ladotdfcu.org</u>
Governor's Office	<u>http://gov.louisiana.gov/</u>
EEOC	<u>http://www.eeoc.gov/neworleans</u>
La State Board of Ethics	<u>http://www.ethics.state.la.us/</u>
La State Legislature	<u>http://www.legis.state.la.us/</u>
US Dept of Transportation	<u>http://www.dot.gov/</u>
Federal Highway Adm (FHWA)	<u>http://www.fhwa.dot.gov/</u>

APPENDIX

<u>PPM #</u>	<u>GENERAL TOPIC</u>
04	<u>Equal Employment Opportunity</u>
06	<u>Communications with the Media</u>
08	<u>Conflicts of Interest</u>
09	<u>Employment of Relatives</u>
10	<u>Hours of Work</u>
11	<u>Travel Regulations</u>
12	<u>Compliance with Fair Labor Standards Act</u>
13	<u>Anti-Harassment Policy & Complaint Procedure</u>
14	<u>Testimony at Legislative Committees</u>
15	<u>Annual, Sick, and Other Forms of Leave</u>
16	<u>Family Leave Policy</u>
17	<u>Educational Leave/Tuition Reimbursement</u>
18	<u>Americans with Disabilities Act</u>
19	<u>Return to Work Following Injury or Illness</u>
20	<u>Passenger Vehicle Use and Reporting</u>
21	<u>Substance Abuse and Drug-Free Workplace Policy</u>
23	<u>Communication with Civil Service</u>
25	<u>Commercial Driver's License (CDL) Requirements</u>
26	<u>Disciplinary System</u>
28	<u>Smoking Policy</u>
29	<u>Employee Conduct</u>

30	<u>Possession of Weapons</u>
31	<u>Repair of Privately Owned Equipment</u>
33	<u>Promotions, Reallocations, Reassignments, and Details</u>
34	<u>Grievance Procedure</u>
35	<u>Headquarters Complex Parking Regulations</u>
36	<u>Security Procedures in the BR Headquarters Complex</u>
49	<u>DOTD Employee Recognition Program</u>
51	<u>Use of Computers, including but not limited to E-Mail and Internet Access</u>
52	<u>DOTD Pay Policy</u>
53	<u>Violence in the Workplace</u>
55	<u>Performance Planning and Review Procedures</u>
57	<u>Positive Discipline Program</u>
58	<u>Transitional Return to Duty Program</u>
59	<u>Workforce Development</u>